

# NATIONAL UNION OF PUBLIC EMPLOYEES

WEST MIDLANDS DIVISIONAL OFFICE:  
CIVIC HOUSE,  
101 SUTTON NEW ROAD,  
ERDINGTON,  
BIRMINGHAM B23 6RE.



Telephone: 021-350 0777

Our Ref: 5/2/21/CR/SP

Your Ref:

Mr. T. Lewis  
Agency Manager  
Solihull Enterprise Agency  
142 Lode Lane  
Solihull  
West Midlands  
B91 2HP

23 June 1987

Dear Mr. Lewis,

RE: HOBS MOAT RESTORATION PRESERVATION AND ARCHAEOLOGICAL DIG 86/87

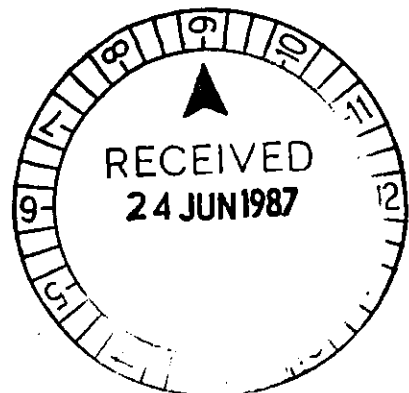
I apologise for the delay in responding to your letter concerning the Hobs Moat Scheme. I am pleased to be able to inform you that our local branch has no objections to the scheme being extended until July 1988 and I am therefore able to give approval and wish the scheme success.

Yours sincerely,

*Christine Rogers*

Christine Rogers,  
Area Officer.

*M.SP*



Divisional Officer: J. P. DEMPSEY  
Asst. Divisional Officers: A. G. NICHOLLS, G. J. WILL

Area Officers: R. G. ARNOTT, E. BOTTOMLEY, D. BAMFORD,  
K. W. BARNES, A. CLARKE, J. DICKENS,  
A. E. GREENWOOD, A. L. MARSHALL,  
B. J. OSBORNE, G. POXON,  
J. BARTLETT, J. HILL.

TL/LAB/1093C

25 June 1987

Ms V Jones  
Manpower Services Commission  
Employment Division  
King Edward House  
135A New Street  
Birmingham  
B2 4QP

Dear Ms Jones

Please find attached copy of Union approval letter, NUPE, in respect of the application for renewal of the Hobs Moat project.

Yours sincerely

T Lewis  
Agency Manager

Enc

TL/LAB/983C

10 April 1987

Mr K Barnes  
NUPE  
West Midland Divisional Office  
Civic House  
101 Sutton New Road  
Erdington  
Birmingham  
B23 6RE

Dear Mr Barnes

You were kind enough in July 1986 to give your approval to the Hobs Moat Restoration Preservation and Archaeological Dig 1986/87.

I am pleased to advise you that the project has gone extremely well, particularly the landscaping work which has already provided a considerable public amenity.

We write to seek your approval for further Archaeological and Landscaping work in the year August 1987 to July end 1988.

The general work has not altered but rates of pay have been increased and the numbers employed on the project have been increased to:

1	Senior Supervisor Archaeologist	40 hours per week @ £8172 pa
4	Supervisor Archaeologist	40 hours per week @ £7158 pa
1	Landscape Supervisor	40 hours per week @ £7158 pa
8	Leading Hand	40 hours per week @ £2.91 ph
4	Full-time	40 hours per week @ £2.58 ph
48	Part-time	20 hours per week @ £2.58 ph

If you can find the time you may wish to visit the project and see what goes on. I shall be pleased to arrange a tour of the monument for you and your colleagues at any time.

Yours sincerely

T Lewis  
Agency Manager



# Department of the Environment

Room 242

Lambeth Bridge House London SE1 7SB

Telex 886698

Direct line 01-211 6085  
Switchboard 01-211 3000  
GTN 211

John Payne

517	RECEIVED
6 MAR 1987	

R G Brown Esq, BA, C.Eng, FICE, FIHT  
MRTPI  
Director of Technical Services  
Metropolitan Borough of Solihull  
Technical Services Department, PO Box No 19  
Solihull, West Midlands, B91 3QT

Your reference  
PCD/BMW  
Our reference  
HSD9/2/525 Part 3  
Date  
31 March 1987

Sir

**ANCIENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT 1979 (AS AMENDED) - SECTION 2  
PROPOSED WORKS AT HOBS MOAT, SOLIHULL, WEST MIDLANDS  
COUNTY MONUMENT NO: 32  
APPLICATION BY METROPOLITAN BOROUGH OF SOLIHULL**

1. I am directed by the Secretary of State for the Environment to refer to your Council's application for scheduled monument consent dated 18 September 1986 and to the site plan submitted therewith in respect of the following proposed works at Hobs Moat, Solihull, West Midlands, as revised by your letter dated 24 November 1986 to Dr Streeten of the Historic Buildings and Monuments Commission:-

- a) further resistivity survey and Proton - Magnetometer Survey;
- b) felling and removal of dead trees and tree surgery;
- c) filling of eroded areas around tree roots;
- d) stabilisation of banks to prevent further erosion;
- e) classification of finds, preparation of site logs under control of qualified archaeologist.

2. In accordance with paragraph 3(2) of Schedule 1 to the 1979 Act, the Secretary of State is obliged to afford to the applicant, and to any other person to whom it appears to the Secretary of State expedient to afford it, an opportunity of appearing before and being heard by a person appointed for that purpose. This opportunity has been declined in your letter dated 13 March 1987.

3. Having considered the advice of the Historic Buildings and Monuments Commission, the Secretary of State is satisfied that the proposals at item e) in paragraph 1 above (classification of finds etc) do not require his consent. However, he is content to give his consent for items a) to d) in paragraph 1 above, and provided the conditions specified below are met in respect of those items of works, he considers that the withholding of scheduled monument consent would not be justified. Accordingly, the Secretary of State hereby grants scheduled monument consent under section 2 of the 1979 Act for the proposed works described at items 1a) to 1d) above, and which formed part of your Council's application dated 18 September 1986 and shown on the site plan submitted therewith, as revised by your letter dated 24 November 1986 to Dr Streeten of the Historic Buildings and Monuments Commission, subject to the following conditions:-

i) the works to which this consent relates shall be carried out to the satisfaction of the Secretary of State, who will be advised by the Historic Buildings and Monuments Commission. Notice in writing of the commencement of work shall be given to Dr A D F Streeten of the Commission at Fortress House, 23 Savile Row, London W1X 2HE in order that a Commission representative can inspect and advise;

ii) any ground disturbance arising from the proposed landscape conservation to which this consent relates shall be carried out under the archaeological supervision of Mr J Debney, Senior Archaeologist for the project; and

iii) equipment and machinery shall not be used or operated in the scheduled area in conditions or in a manner likely to result in ground disturbance.

4. By virtue of section 4 of the 1979 Act, if no works to which this consent relates are executed or started within 5 years from the date of this letter, the consent shall cease to have effect at the end of that period (unless it is revoked in the meantime).

5. This letter does not convey any approval or consent required under any enactment, bye-law, order or regulation other than section 2 of the Ancient Monuments and Archaeological Areas Act 1979.

6. Attention is drawn to the provisions of section 55 of the 1979 Act under which any person (hereinafter referred to as the 'applicant') who is aggrieved by the decision given in this letter may challenge its validity by an application made to the High Court within 6 weeks from the date when the decision is given. The grounds upon which an application may be made to the Court are (1) that the decision is not within the powers of the Act (that is, the Secretary of State has exceeded his powers) or (2) that any of the relevant requirements have not been complied with and the applicant's interests have been substantially prejudiced by the failure to comply. The 'relevant requirements' are defined in section 55 of the 1979 Act: they are the requirements of that Act and the Tribunals and Inquiries Act 1971 and the requirements of any regulations or rules made under those Acts.

7. A copy of this letter is being sent to the Historic Buildings and Monuments Commission.

I am Sir

Your obedient Servant



MISS P E PAYNE

Authorised by the Secretary of State  
to sign in that behalf

## VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

### FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Business ..... Local Authority  
Address of Project ..... Solihull Enterprise Agency  
..... 142 Lode Lane  
..... Solihull  
..... West Midlands  
Post Code ..... B91 2HP  
Job Location ..... Hobs Moat  
Title ..... Part-time - Landscape  
No. required ..... 12 Duration ..... 52 weeks

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To carry out ditching, landscaping and horticultural work under supervision.

Appropriate training will be available.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Previous experience is not essential. Must be capable of working under supervision in a team environment.

Age Range ..... 18 plus Hours ..... 20 per week Wage ..... £2.5786 per hour

Applicant to see ..... Project Contact at above address

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP

## VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

### FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Business ..... Local Authority  
Address of Project ..... Solihull Enterprise Agency  
..... 142 Lode Lane  
..... Solihull  
..... West Midlands  
Post Code ..... B91 2HP  
Job Location ..... Hobs Moat  
Title ..... Full-time - Landscape  
No. required ..... 2 ..... Duration ..... 52 weeks

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To carry out ditching, horticultural and landscape work under supervision.

Appropriate training will be available.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Should have previous experience in the above type of work.

Must be able to work under supervision and in a team environment.

— The ability to pass on skills to semi-skilled workers is desirable.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Wage ..... £2,576 per hour

Applicant to see ..... Project Contact at above address .....

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP

## VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

### FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Business ..... Local Authority  
Address of Project ..... Solihull Enterprise Agency  
..... 142 Lode Lane  
..... Solihull  
..... West Midlands  
Post Code ..... B91 2HP  
Job Location ..... Hobs Moat  
Title ..... Supervisor - Landscape  
No. required ..... 1 ..... Duration ..... 52 weeks

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To be responsible for general landscape work around the Hobs Moat Ancient Monument  
in liaison with SMBC Parks Supervisor.

Must have a good knowledge of HASAW legislation.

Appropriate training will be available.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Must be experienced in ground maintenance. Previous experience as a Supervisor  
would be beneficial.

Must be able to maintain discipline and motivate the team.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Salary  
Wage ..... £7158 per annum  
Applicant to see ..... Project Contact at above address

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP



## VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

### FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Business ..... Local Authority  
Address of Project ..... Solihull Enterprise Agency  
..... 142 Lode Lane  
..... Solihull  
..... West Midlands  
Post Code ..... B91 2HP  
Job Title ..... Full-time - Archaeology  
Project Contact ..... J W Payne  
..... Project Manager  
Telephone No ..... 021-704-2612 Ext .....  
Job Location ..... Hobs Moat  
No. required ..... 4 Duration ..... 52 weeks

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

Under supervision to assist in an Archaeological excavation at Hobs Moat.  
Appropriate training will be available.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Previous experience in the above type of work would be useful. Must be able to  
work under supervision and in a team environment.

Age Range ..... 25 plus Hours ..... 40 per week Wage ..... £2,5786 per hour  
Applicant to see ..... Project Contact at above address

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP

## VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

### FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Business ..... Local Authority  
Address of Project ..... Solihull Enterprise Agency  
..... 142 Lode Lane  
..... Solihull  
..... West Midlands  
Post Code ..... B91 2HP  
Job Title ..... Part-time - Archaeology  
Project Contact ..... J W Payne  
..... Project Manager  
Telephone No ..... 021-704-2612 ..... Ext .....  
Job Location ..... Hobs Moat  
No. required ..... 36 ..... Duration ..... 52 weeks

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

Under supervision to assist in an Archaeological excavation.

Appropriate training will be available.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Previous experience not essential. Must be capable of working under supervision and in a team environment.

Age Range ..... 18 plus ..... Hours ..... 20 per week ..... Wage ..... £2,5786 per hour

Applicant to see ..... Project Contact at above address

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP

## VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

### FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Business ..... Local Authority  
Address of Project ..... Solihull Enterprise Agency  
..... 142 Lode Lane  
..... Solihull  
..... West Midlands  
Post Code ..... B91 2HP  
Job Location ..... Hobs Moat  
Title ..... Leading Hand (Archaeology)  
No. required ..... 4 ..... Duration ..... 52 weeks

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To assist the Archaeological Supervisor in the direct control of teams of adult workers in specific areas of excavation within Hobs Moat. He/she will be required to assist in the day to day supervision of site activities, continuous on site training and production of site and technical reports.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Should have a Degree in Archaeology or related subjects combined with practical experience of archaeological excavations in their supervision. A knowledge of medieval history and medieval archaeology and the practical aspects of archaeological cavation.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Wage ..... £2.91 per hour

Applicant to see ..... Project Contact at above address

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP

## VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

### FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Business ..... Local Authority  
Address of Project ..... Solihull Enterprise Agency  
..... 142 Lode Lane  
..... Solihull  
..... West Midlands  
Post Code ..... B91 2HP  
Job Location ..... Hobs Moat  
b Title ..... Supervisor (Archaeology)  
No. required ..... 4  
Duration ..... 52 weeks

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To supervise teams of workers dedicated to various aspects of the project.  
To be responsible for the day to day management of site activities, continuous on site training and production of site and technical reports.  
To be responsible for the Health and Safety of community programme workers and the general public.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Must have a Degree in Archaeology or related subjects combined with practical experience of archaeological excavations and their supervision. A knowledge of medieval history and medieval archaeology and the practical aspects of archaeological excavation. Must have a good knowledge of HASAW legislation.

Age Range ..... 25 plus  
Hours ..... 40 per week  
Salary ..... £7158 per annum

Applicant to see ..... Project Contact at above address

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP

## VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

### FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Business ..... Local Authority  
Address of Project ..... Solihull Enterprise Agency  
..... 142 Lode Lane  
..... Solihull  
..... West Midlands  
Post Code ..... B91 2HP  
Job Location ..... Hobs Moat  
Job Title ..... Senior Supervisor - Archaeology  
No. required ..... 1 ..... Duration ..... 52 weeks

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To be responsible for the day to day control and running of an Archaeological Dig and Landscape Project. Production of monthly progress reports and quarterly updating of strategy documents. To plan and progress the work in accordance with the project work schedule.

To ensure the Health and Safety of all community programme personnel and the general public.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Must be a qualified Archaeologist with a proven background of project management.

Must be able to plan work, maintain discipline and motivate a large workforce.

Must have a good knowledge of HASAW legislation.

Must have good negotiating skills and be able to deal at all levels of management.

Must be sympathetic to the hopes and aspirations of community programme workers.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Salary ..... £8172 per annum

Applicant to see ..... Project Contact at above address .....

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

Michael Sweet M.A., M.E.D.  
Acting Director of Education  
Carl V. Gilleard D.M.A., Dip. C.G.  
Senior Education and Training Officer

# Solihull Enterprise Agency

142 Lode Lane,  
Solihull,  
West Midlands B91 2HP.  
Telephone: 021-704 2612.

Your Ref:

Our Ref: TL/LAB/992C

16 April 1987

Mr R Chisholm  
Manpower Services Commission  
Employment Division  
King Edward House  
135A New Street  
Birmingham  
B2 4QP

Dear Mr Chisholm

Please find attached completed EC2 (86) in respect of an application for a 52 week extension to the Hobs Moat Archaeological Project which is due to expire on 17 July 1987.

The extension to the project is necessary to continue the works authorised by the Department of the Environment, see attached letter.

Yours sincerely

  
T Lewis  
Agency Manager

Enc

## Community Programme

Project Reference Number

--	--	--	--	--	--	--	--	--

Agency Reference Number

--	--	--	--	--	--	--	--	--

### PROPOSAL FOR SPONSORSHIP

BY

SOLIHULL ENTERPRISE AGENCY (SMBC)

HOBS MOAT ARCHAEOLOGICAL AND LANDSCAPING PROJECT

This form should be used for all applications for sponsorship of projects under the Community Programme including those to be administered by a Community Programme Agent (CPA)

For projects involving any building, maintenance or construction work an EC2 (BC) application form for Building Employers Confederation support MUST be completed and attached to this application.

A vacancy notification (EC2 Supp) form should be completed for each category of paid employee

Please complete this form and return it with all supporting material to:

—

└

—

└



Manpower  
Services Commission

**PART 1****Details of Sponsor**Please ☒ boxes which apply

For MSC use only

Project reference number

--	--	--	--	--	--	--	--	--

<b>Name of Organisation</b>  Solihull Enterprise Agency  Solihull MBC	<b>Nature of Organisation</b> LA <input checked="" type="checkbox"/> Vol Org <input type="checkbox"/> Other <input type="checkbox"/>
	<b>No of permanent employees</b> 5000 plus
<b>Address</b>  142 Lode Lane Solihull West Midlands B91 2HP	<b>Name of contact (Sponsoring Organisation)</b> Mr T Lewis
	<b>Position/Status</b> Agency Manager
	<b>Telephone Number of contact</b> 021-704-2612
<b>1 Are you</b> a Company limited by guarantee? <input type="checkbox"/> a Registered Charity? <input type="checkbox"/> Other? <input checked="" type="checkbox"/>	
If a Charity, please give registration number	
If other, please specify status of organisation.  Local Authority	
<b>2 Does your Memorandum of Association or other terms of reference allow you to operate as a sponsor under the Community Programme?</b>  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	



- 3 Have you or your organisation sponsored or been involved in an MSC programme previously (eg Community Enterprise Programme, Community Programme, Youth Opportunities Programme, Youth Training Scheme, Adult Training Strategy etc)?

Yes ☒

No ☐

If Yes, please complete the following

MSC Programme	Name of Scheme	Location	Reference Number	Dates	
				From	To
Community	Various	Various		1981	1987
"					

- 4 Will you as sponsor be supported by any other organisation?

Yes ☐

No ☒

If Yes, please state the organisation(s) and the nature of this relationship.

Solihull Enterprise Agency is a Community Programme Management Agency on behalf of Solihull Metropolitan Borough Council.

5 What expertise will be provided to support the project and by whom? Comment under the following headings

a managerial

Core Unit Team of Managers  
Qualified Archaeological Staff on site  
English Heritage  
Birmingham University Field Archaeological Unit  
Leicester University

b technical

Project Manager  
Senior Supervisors qualified in Landscaping and Horticulture  
SMBC Parks Superintendents Department  
SMBC Landscape Architects Department

c financial

Senior Supervisor - Finance and Administration  
SMBC Technical Services Project Contribution

d other

1. Safety Officer
2. Clerk of Works/Works Inspector

6 Please give details of any services to be provided for the project by the sponsoring organisation.

Insurance and Legal Departments of Solihull MBC  
Full resources of Technical Services Department  
Department of Environment  
English Heritage  
Historic Buildings and Monuments Commission

7 What controls will you exercise over the project? Please comment on the following

a General controls you will apply to ensure that objectives are met

Site Supervisors will have a work schedule and bar chart to plan the projects on a week to week basis, which will be monitored closely by the Senior Archaeological Supervisor. Any deviations from the schedule due to inclement weather, shortage of materials etc will be brought to the attention of the Projects Co-ordinator and Project Manager during the course of Weekly Project Progress Meetings.

Supply of materials for landscaping and rampart stabilisation work will be on a call off arrangement with SMBC.

b nature and frequency of reports

i you will request from project

Monthly Project Progress Reports from Senior Supervisors will be scrutinised by the Project Manager and Agency Manager.  
Accident and Incident Reports are submitted weekly.

ii you will be required to produce

Regular reports will be produced to Host Body on work progress and costing of materials.

Monthly Project Status Reports submitted to MSC.

Reports to English Heritage Representative Dr Streeten.

c nature and frequency of any monitoring you intend to undertake

The Senior Supervisor Archaeologist will monitor work progress and deal with any day to day problems.

The Safety Officer will visit the project twice weekly and report any hazards to the Senior Supervisor.

The Clerk of Works will also visit the project and report any work defects or sub-standard materials to the Site Senior Supervisor.

From time to time BUFAU will be called in as consultants to SEA.

d whether project records will be scrutinised by your internal audit section or by other officers within your organisation

Records will be checked by:

Agency Manager

Project Manager

Finance Supervisor

## PART 2

### Details of project

8	Name of Project	Hobs Moat Archaeological Dig
9	Address	Hobs Moat Ancient Monument Castle Lane Solihull West Midlands
10	Telephone Number	021-704-6000
11	Project contact	James Debney - Senior Archaeologist
12	Proposed start date	17 July 1987
13	Proposed duration in weeks	.....52..... weeks
14	a	Give a brief description of the project.  See attached sheet
	b	What do you plan to achieve by the end of the project - (the project objectives?)

## HOBBS MOAT COMMUNITY PROJECT

- 14a The purposes of a continuation of the Community Project for the scheduled ancient monument is to continue to redress the deterioration which it had suffered up until the establishment of the Community Project. This had been caused, in the main, by the use of the monument as a bicycle and motor-cycle track

A secondary purpose is that by a continued programme of activity in the vicinity of the site, and by a programme of education and information, patterns of behaviour of local people continue to be altered. This produces a valuable amenity for the community.

The proposed elements of the project comprise:

1. The general layout and preservation of the site. The monument will be conserved in such a way that visitors to the site will be able to move about at will without causing it damage.
2. A programme of education. This will be continued and updated as information is gathered. This will entail publicising the significance of the site and its history, which may most easily be accomplished by displays in buildings accessible to the general public. It is also anticipated that this will be an area of particular interest to school children.
3. A limited archaeological excavation. The work has the intention of helping to make the future of the monument secure. In the two previous years it was, at any stage, limited in scope, having the objective of adding to the known history of the earthwork. This will continue to be the policy. By this means the proven policy of making gains for the earthwork by the presence on the site of 'persons in authority' will be maintained. This will reinforce the improvements made in 1 and 2.

Activity on the site at any particular time will consist of a mixture of all three aspects, since it is unlikely that the achievement of any objective can be completed in isolation.

- 15 a Please give below full details of the work to be undertaken in order to achieve your objectives. A work schedule on at least a monthly basis must be supplied to support this application which should include numerical targets and completion dates for each stage.

See list and bar chart (see section 7 of Research Design 1986)

- b Please give details of arrangements for alternative work in case of bad weather (where appropriate).

Where a project has both internal and external work the Site Supervisor will arrange for the internal work to be done in the event of adverse weather conditions.

Where a project has external work only, training will be conducted at SEA. In persistent adverse weather conditions workers may be sent home after permission has been given to the Site Supervisor by the Project Manager.

## HOBS MOAT COMMUNITY PROJECT

### 15a Outline of Work 1987 - 1988, Archaeology

The works outlined in last years EC2 will be finished as intended by the end of September 1987 (see chart\*). The emphasis of excavation has moved outside the scheduled area and we are supported by HBMC and BUFAU in this change in emphasis.

The contour survey of the site should be completed by September 1987. The resistivity survey will continue (see Resistivity Stratigraphy) and will employ two people full-time for three months. This time not only allows for the survey itself but also the processing of the results and production of contour diagrams. Any further work such as dot density analysis will require external services such as those supplied by Leicester University.

The excavation strategy for the year 1987-1988 will be described below indicating man hours, objectives and academic reasoning behind the trenches.

#### HME1

An area of 15 m x 8 m (see diagram) will be positioned near the supposed main entrance to the moat. The area is designed to investigate any possible medieval or post medieval activity related to the moat. It will also allow us to investigate a large resistivity anomaly detected during our first survey in early March. It is possible that the trench may be extended depending on the results yielded by excavation.

It is expected that this trench will employ six people full-time (40 hour blocks) for six months. A further two months have been allowed in the projection for adverse weather conditions (see chart).

#### HME2

The site will be divided into two areas (see diagram). The northern area will be 2 m x 5 m while the southern sector of the trench will cover an area of 4 m x 5 m. The northern trench will allow investigation of the relationship between HME2 stratigraphy and the slopewash silt from the external southern rampart.

The southern area will allow the investigation of the supposed post medieval field boundary.

The area should provide work for six people (40 hours) for five months with an allowance of two months for unfavourable weather conditions.

#### HME3

This will be a group of trenches (see diagram). We intend to have five trenches (5 m x 5 m) along the playing field. These should enable us to discover whether the second ditch, mentioned by Hutton in 1785, did exist along the western side of the earthwork. It will also allow us to detect any agricultural activity during the medieval period to the west of the monument.

This series of trenches will provide work for nine people (40 hours) for six months with a supplement of two months for unfavourable conditions.

The proposed trench will cover an area of 10 m x 20 m. Its location will depend upon the results of the resistivity survey hence the exclusion of the trench from the diagram.

The site will provide work for nine people for approximately four months. The precise date for the beginning of the excavation will depend upon completion of the other trenches. A provisional date of March 1988 has been allocated to this trench (see chart) but this may be altered depending on circumstances.

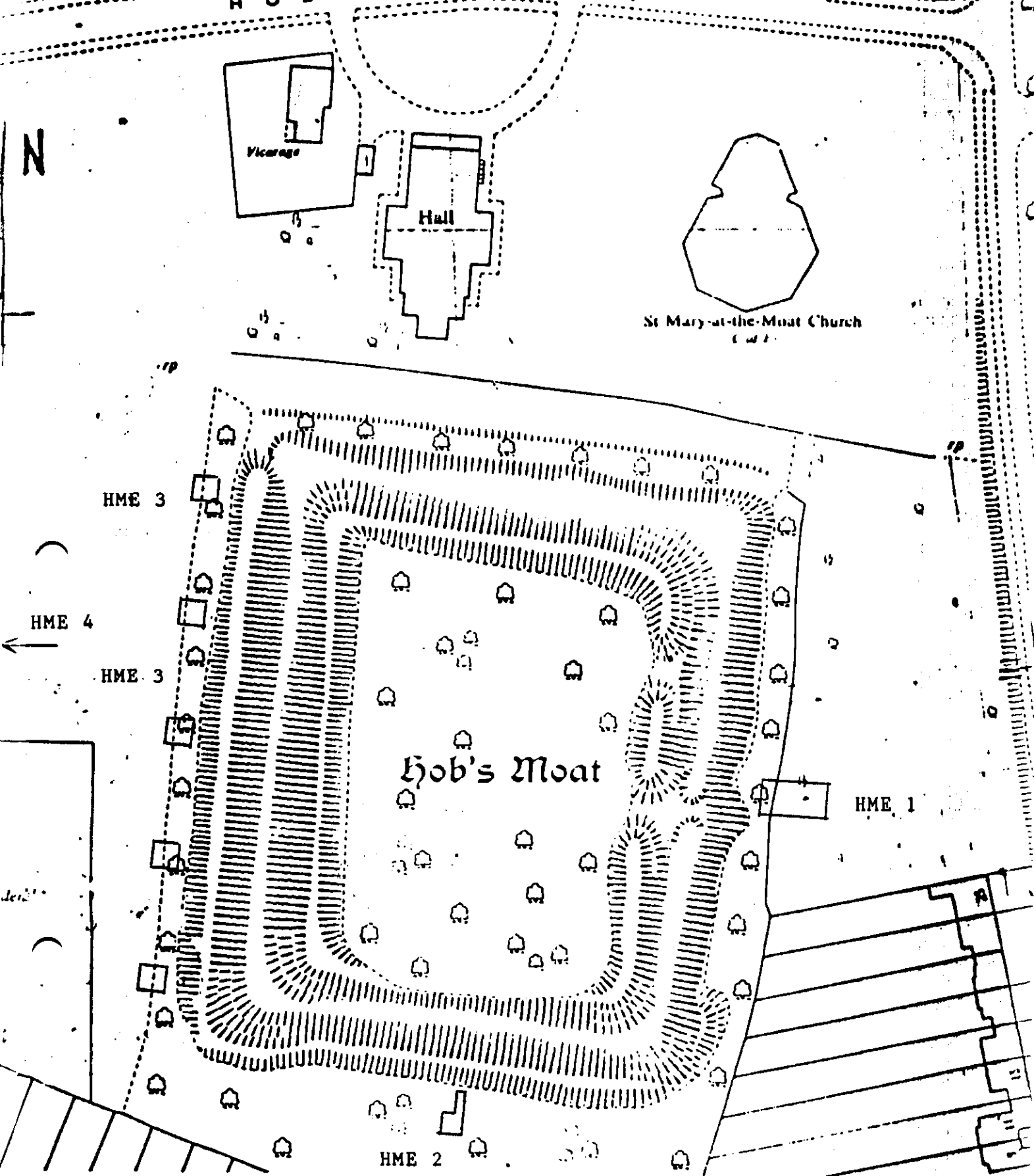
#### ARCHAEOLOGICAL REPORTS

The project is heavily committed to the production of reports on our excavations. It is hoped that we will have produced our first interim report by May 1987. The final report from our first series of excavations will be an on going process. It is envisaged that report writing will be used in the work schedule in case of adverse weather conditions.

The use of research work in event of bad weather will continue as employment for some of the part-time staff.

\*The submission by SN to the MSC last year in his paper envisaged an end-date to his trenches HM4, 5 and 6 of September 1987. This is acknowledged here and will be attained.





HOBS MOAT COMMUNITY PROJECT

POSITION OF ARCHAEOLOGICAL TRENCHES 1987 - 1988

## SOLIHULL ENTERPRISE AGENCY - WORK SCHEDULE

PROJECT Hobs Moat Monument Restoration..... START DATE July 1987..... FINISH DATE July 1988.....

SPONSOR CONTACT ..... A F Huson ..... ARCHITECT ..... TEL No. ....

WEEK NO.      2   4   6   8 10 12 14 16 18 20 22 24 26 28 30 32 34 36 38 40 42 44 46 48 50 52

1	Provide & Fix Retaining Boards
2	Soiling of Embankments
3	Turf Laying & Seeding
4	Drainage Improvements
5	Temporary Fencing
6	Construction of Footpath
7	General Finishing & Site Clearance
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

PROJECT	HOBS MOAT ARCHAEOLOGICAL PROJECT												START DATE												FINISH DATE											
SPONSOR CONTACT													ARCHITECT												TEL No.											
	WEEK NO.																																			
	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52										

[illegible]

\* PROJECTED WET WEATHER WORK

16 Please state the geographical areas in which the work will take place.

Castle Lane  
Solihull

17 What practical benefit to the community will the project provide?

See attached list

18 What market research has been done to ensure that the project you are proposing is in demand in the area you intend to operate? Please give details of the results.

The local authority has indicated its general commitment to, and interest in, the project. The need for works on the site has been acknowledged by HBMC (English Heritage) since before the establishment of the Community Project.

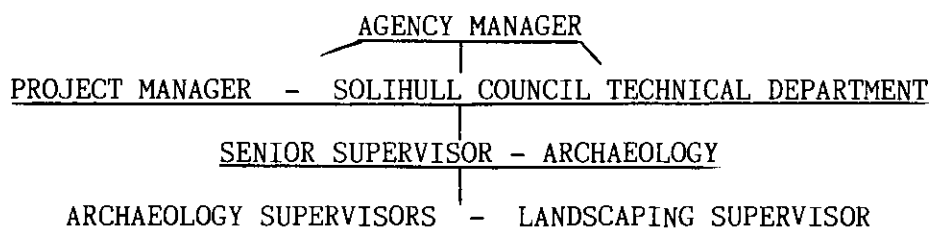
A great deal of favourable comment has been generated in local newspapers - see articles attached.

A questionnaire sampling responses from a cross-section of visitors to the site indicated their interest and support for the project.

17 In outline, the benefits to the community of the project are:

1. The site will be managed and conserved. A reduction of the nuisance level, because of vandalism etc, will be maintained.
2. The production of an amenity.
3. The historical background to the site will be interpreted further.
4. The establishment of a heritage trail around the monument. This will be of interest to the immediate locality, and to visitors to the site, both tourists and persons from inner city areas.
5. Exhibitions in libraries and public buildings and lectures. Articles will continue to be produced for the local parish magazine.
6. Awareness will be instilled in children of the history of the site, the conservation of the monument, and the natural history of the woodland.
7. Access will be, and is being, provided for the disabled.

- 19 How will the project be run? Please attach a diagram of your management structure and an outline of the roles of all managers/supervisors and any project employees with administrative roles.



- 20 Please give details of how the progress of work will be monitored by project management

Progress of work will be measured against the work schedules by the Senior Supervisor, Archaeology, who will submit a monthly report to be scrutinised by the Project Manager.

Overall monitoring responsibility is assumed by the Agency Manager.

The Birmingham University Field Archaeology Unit acts as Consultants to SEA for the project and are called in from time to time to discuss the archaeological work.

Dr Streeten of English Heritage is responsible to the Historic Building and Monuments Commission for the proper conduct of the work.

- 21 a From which trade unions have you sought written approval for this project?

NUPE

- b Has written approval been given?

Yes ☐

Pending  
No ☒

If Yes, attach copies of written approval

If No, state which written approvals have not yet been received.

22 a Have you sought the support of any employers' association for this project?

Yes

☐

No

☒

If Yes, which?

b Have letters of support been obtained?

Yes

☐

No

☒

If Yes, attach copies of letters of support.

If No, which letters of support have not yet been received.

23 Could the project impair or affect any existing business?

Yes

☐

No

☒

If Yes, please give details

24 Could the project lead to any private gain?

Yes

☐

No

☒

If Yes, please give details

25 Please give the name of the Insurance Company providing your employers liability and public liability cover, the expiry dates of present policies and the extent of cover.

a Employers liability

Name of Insurance Company

Municipal Mutual Insurance Co

Expiry date of present policy

Expires 31 March 1988

Extent of cover (£)

£1,000,000 any one event

**b Public liability**

Name of Insurance Company

Municipal Mutual Insurance Co

Expiry date of present policy

31 March 1988

Extent of cover (£)

Unlimited

26 If the project was not funded by MSC would the work be done at all?

Yes ☐

No ☒

If Yes, please give the date when the work would be undertaken.

27 Have arrangements been made for maintenance, or for funding the continuation of work when MSC funding ends (where appropriate)?

Yes ☒

No ☐

If Yes, please give details

Solihull Parks Department  
(Technical Services)

**To be completed by Local Authorities only**

28 Can it be confirmed that MSC funds will not be used in work that your Authority would have undertaken but for the over-riding limitations on public expenditure or on work which is normally the responsibility of a local authority?

Yes ☒

No ☐



### PART 3

#### Employees

- 29 Please give the number of people who will be employed on the project in each of the following categories:

		Number of people
a	Managers and supervisors (35 hours or over)	6
b	Other full-time workers (35 hours or over)	12
c	i 2 days	
	ii 3 days	
	iii 4 days	
	iv Other (Please specify)	48 part-time alternate 16 and 24 hours per week

- 30 Please give the expected number of filled places during each month of the project:

	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Managers/ Supervisors	6	6	6	6	6	6	6	6	6	6	6	6
Other Employees	60	60	60	60	60	60	60	60	60	60	60	60
TOTAL	66	66	66	66	66	66	66	66	66	66	66	66

- 31 What will your recruitment policy be?

Solihull Enterprise Agency operates a policy of equal opportunities in the fullest sense, that is to say including registered disabled, women and ethnic minorities.

To this end job descriptions and qualification criteria will not be drawn up in such a way as to exclude particular groups or individuals.

32 What will be done to assess abilities of employees during their employment on the project and provide a progression to more demanding/satisfying work?

After recruitment employees are phased into induction and assessment courses. At this stage on a self assessment basis, skills and other training modules are selected.

During the course of the Community Programme period of employment, the individual training plan is executed. There is also the facility for transfer within the Agency to practise acquired skills.

Monthly Employee Progress Reports are submitted to the Project Manager by Site Supervisors.

33 How will the project enhance the employment prospects of the employees? Give examples.

- a. The employee will also gain a good background knowledge of various skills from 'on the job' training and training module courses to help with their future employment prospects. Job search training is also carried out at the same-time as induction training.
- b. The project employees working in a team environment will be involved with work schedules which will enable them to understand the importance of working to a time-scale to finish the project at the required time.

The employees will acquire skills in landscaping and archaeology to enhance their prospects of other employment after the 52 week period.

The project will create an environment similar to outside industries with the disciplines of work attendance and good time-keeping.

Throughout the period of employment participants will be actively encouraged by counselling and job search assistance to find other than Community Programme work.

34 Please give details of any training either on or off the job which you propose to offer to employees on the project indicating

- a what will be funded out of CP money
- b what will be funded under other MSC Programmes
- c what will be funded in other ways.

A programme of 'off the job' training will be developed for each employee, this would be carried out as:-

1. Induction and assessment including the role of the Manpower Services Commission.
2. Job search training at the commencement of the 52 week period.
3. First Aid Courses
4. Skills Module Courses

All training will be funded out of Wages Vide EC2 (86)

See training details and list of modules available.

SOLIHULL ENTERPRISE AGENCY

Training Modules available to MSC funded Community Programme Participants

I.S.C.S.C.

Youth Leader Training

Office Skills

Telephone Techniques

Switchboard Reception

Shorthand

Basic or Intermediate Typing

Computer Studies

Data Processing

Counselling

Introduction to Youth Work

Job Search Technique

First Aid

Basic Bricklaying

Concreting

Drainlaying

Kerblaying

Basic Roofing

Carpentry

Plumbing

Painting and Decorating

Welding Oxy/Acetylene

Welding - M.G.T.G.

Sheet Metal Work

Centre Lathe Turning

Capston Setting and Operating

Precision Grinding

Abrasive Wheel Regulations

Motor Vehicle/Heavy Vehicle

Radio and T.V. Servicing

Fork Lift Truck Driving

Horticulture - City & Guilds

Agriculture

'A' Level Accounts

'A' Level Ancient History

'A' Level Geography

'A' Level Botany

Plumbing - City & Guilds

Electrical Installation Part 1 - 2

Artex

Plastering

Chain Saw Maintenance/Operation

## TRAINING DETAILS

1. Induction and self assessment training is of two days duration held at the start of commencement of employment in Solihull Enterprise Agency Training Department. Course input is by Personnel Department Training Department and by Project Senior Supervisors.
2. First Aid courses are of two days duration held at the premises of British Red Cross, Solihull. Successful trainees are issued with a Certificate which is renewable every three years.
3. At the time of induction and self assessment five day training modules are selected from a list of options. These selections are made on the advice of the Training Department and skills qualified Senior Supervisors and Supervisors. Most of the building skills modules are held at the Solihull Education and Training Centre at Chelmsley Wood.
4. Job Search Training is a two part package comprising a three day formal training module in the last two months of a Community Programme participants 52 week period. After the formal module the worker is required to attend one half day each week for the remainder of his 52 week period to counselling sessions and to actually apply for jobs in the manner of a Job Club.

See attached list of modules available for selection.

This list is not limited and trainees may opt for others.

35 What facilities will be available to employees on the project (eg canteen, transport arrangements for employees)?

Where required, facilities will be provided on site for rest and meal periods.

Transport to and from work sites will be provided by Agency mini-bus.

36 What protective clothing will be provided for employees?

1. Wet Weather Clothing.
2. Gum Boots (Steel Toe Capped).
3. Boots (Steel Toe Capped).
4. Donkey Jackets.
5. Gloves.
6. Safety Helmets where required.
7. Protective Spectacles or Goggles where required.

37 Please indicate any particular hazard for project employees.

Normal hazards associated with the type of work involved.

38 What steps will you take to ensure health and safety of all participants while at work on the project?

All work will be in accordance with HASAW Regulations and the Agency Health and Safety Policy Document.

Regular site checks by Agency Safety Officer.

An Accident Book and First Aid Box is kept on site and monitored closely by the Safety Officer.

## PART 4

### Finance Details

#### Financial Contribution from sources other than MSC

Please give details of any income to the project from sources other than MSC.

Source	Type of Grant	Amount £	Purpose
Sponsor's own organisation			
Agent's own organisation			
Task patrons			
Local Authority			
Voluntary Organisation (Specify which)			
Firms (Specify which)			
Other Sources (Specify which)			
Householder's contribution eg for energy conservation			
Total Grants			
Income Generated on Project	Sale of *Goods/ Services		
Total Income from all sources			

\*Delete whichever is inappropriate

**Note 1** All information must include the source of income, its use, the estimated amount of income over the life of the project and at what intervals it is to be input into the project, eg monthly.

**Note 2** Any financial contribution from a source other than the MSC must be paid into the project or Agency account at the earliest possible date in the project's life.

**Note 3** The totals should be shown in the Finance Summary tables col 3 on page 22.

**Note 4** If the project costs less than stated in the Finance Summary table col 3 the treatment of the above contributions will be in accordance with the principles stated in the contract with MSC which covers the project.



**Notes:** Within each row please enter only employees working at the same hourly rate, for the same number of hours per week and for the same number of weeks

-17-

TOTAL	66.21
-------	-------

# Wages for Managers and Supervisors

1	2	3	4	5	6	7	8	9
Category of employee	No of employees	No of weeks	Total employee weeks col 2 x col 3	Weekly wage rate £ p	Gross wages col 4 x col 5 £ p	Employer's weekly NI contribution per employee £ p	Employer's total NI contribution for the group col 4 x col 7 £ p	Superannuation (if applicable) (employer's share only) £ p
Senior Supervisor	1	52	52	157.15	8172.00	11.60	603.20	980.64
Supervisor	5	52	260	137.65	35789.00	8.34	2168.40	4294.68
TOTALS					43961.00		2771.60	5275.32
					Put this total in Finance Summary item 4	Put these totals in Finance Summary at item 5		

## Running Costs

Note - Local authorities please show prices excluding VAT

	Details (including any formulae used to calculate costs)	MSC Contribution		Contribution by Sponsor or other sources	
		£	p	£	p
Rent					
Rates					
Heating, Lighting, Power etc					
Maintenance, Cleaning etc					
Telephones					

### Materials (please list these)

Protective Clothing	66 x £40	2640.00	
Tools & Equipment		4000.00	
Materials & Photo		1500.00	
Purchase External Services	Lab Tests - Pottery Hire of Test & Sampling Equipment	1000.00	
Education - Public Awareness	Issue of Broadsheets. Information Packs. Displays. Exhibitions.	2000.00	
Books & Periodicals	Books & Periodicals on aspects of Arch	150.00	

Transport and Travel	Van	10 miles x 5 days x 52 weeks @ 30p per mile	780.00	
Supervisors Travel		25 miles x 6 Supervisors x 52 weeks @ 30p per mile	2340.00	
Audit Fees				
Postage/Stationery		Interim Reports	1000.00	
CONTRIBUTION TO CORE UNIT ADMINISTRATION/ TOTALS RUNNING COSTS = £4986.96			15410.00	

Put these totals in Finance Summary - item 6.

# Capital Costs

Note - Local authorities please show prices excluding VAT

Description	MSC Contribution £ p	Contribution by by Sponsor or other sources £ p
<p>Office Equipment ie Filing Cabinets, Desks etc</p> <p>Towards Vehicle Purchase</p>	<p>1000.00</p> <p>5003.04</p>	
TOTALS	6003.04	

Put these totals in finance summary item 8

# **Training Costs met by CP Budget**

Please complete this section where appropriate and show the total costs figures in the Finance Summary table items 2 and 7

Please show how training is to be funded (Local Authorities please show prices excluding VAT)

## **A Training Costs - If paid out of wages**

Details	£	p
First Aid )		
" Induction )	9360.00	
Job Search )		
Skill Modules )		
Put this total in Finance Summary item 2 (This must not exceed £10 per participant week) TOTAL	9360.00	

## **B Training Costs - if paid out of operating costs (Local authorities please show prices excluding VAT)**

Details	£	p
Put this total in Finance Summary item 7 TOTAL	Nil	

# Finance Summary Table

To be completed from details on previous pages

*See Amendment to Man/Sup Salaries.*

1 Details	2 Project total cost	3 Amount to be funded by sponsor and other sources including project revenue (see table on page 16)	4 MSC contribution requested (col 2 - col 3)
	£ p	£ p	£ p
1 Participants' gross wages	197218.32		197218.32
2 Training (if paid out of wage allowance)	9360.00		9360.00
3 Employers NI and superannuation for participant workers	12589.20		12589.20
4 Gross wages or salaries of managers/supervisors	43961.00		43961.00
5 Employers NI and superannuation for managers/supervisors	2771.60 5275.32		2771.60 5275.32
6 Running Costs	25410.00	10,000	15410.00
7 Training (if paid out of operating costs)	Nil		Nil
8 Capital Expenditure	6003.04		6003.04
9 GRAND TOTAL	302588.48	10,000	292588.48
CONTRIBUTION TO CORE UNIT ADMINISTRATION/RUNNING COSTS			4986.96
Only complete this if you are an independent sponsor			297575.44
Cumulative monthly expenditure profile			

MSC Contribution

Other sources of income

TOTAL

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12

To what address should the MSC send notification of any reimbursement

142 Lode Lane  
Solihull  
West Midlands  
B91 2HP

## PART 5

### Sponsors Declaration

All the information given in this form is, to the best of my knowledge, correct. I certify that in my opinion all Programme criteria have been satisfied.

Signature

*T Lewis*

Date

*16 April 1987*

Name (BLOCK letters)

T LEWIS

Position in Sponsors Organisation

AGENCY MANAGER

PROJECT AGREEMENT FOR AGENCIES

To ... SOLIHULL ENTERPRISE .....  
AGENCY  
..... (Agent)

Agency Reference Number

A S O H 1 1 9 8 6

Project Reference Number

X S O H 1 6 1 8 7

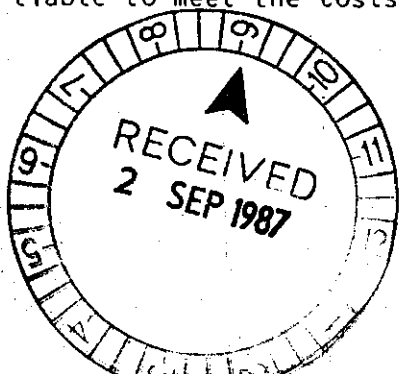
Year 1987/1988

1. I am pleased to tell you that the proposal for the Project .Hobbs Moat Archeological Dig..... (name of project) sponsored by .Solihull Metropolitan Borough House..... (name of sponsor) of .Vulcan House Vulcan Road.... .Solihull West Midlands B91 3QT..... (address of sponsor) has been authorised for financial and other support by the MSC under the Community Programme.

2. This authorisation is on the understanding that the Project shall be operated under the control of the .....S.M.B.C..... (name of Agency) Agency and is given under Clause 8 of the Agency Agreement between the MSC and yourselves dated ..28th August 1986.... relating to the Agency ("the agency agreement"). In operating the Project you will therefore be subject to all the requirements, terms and conditions of the agency agreement. Your attention is drawn in particular to that Clause and to Clause 11 (which relates to your responsibility for ensuring observance of these matters by Sponsors).

The Project

3. The work to be undertaken and the objectives to be achieved are described in Annex 1 attached which forms part of this Project Agreement. You shall ensure that only work authorised under this Agreement is carried out. Should you wish to undertake work additional to that authorised by this Project Agreement you shall be responsible for obtaining the prior written approval of the MSC for the additional work. The MSC shall not be liable to meet the costs of any unauthorised work.



EC7P 7/86



8. This agreement may be terminated by either party giving the other not less than 4 weeks' notice in writing.

9. Either party may terminate this Project Agreement summarily in the case of:-

(a) breach of any of its terms by the other party; or

(b) breach of any term of the Agency Agreement by the other party in a matter relating to the carrying out of this Project, as an alternative to termination of the Agency Agreement and at the absolute discretion of the party thereby entitled to terminate.

#### Variation

10. The terms and conditions of this Project Agreement may only be varied by the mutual agreement of the parties in writing.

#### Acceptance

11. If you accept the terms and conditions specified in this Agreement, you are required to complete the 'Certificate of Acceptance' on the attached copy. Please try to ensure that it is returned to this office by ..... (one week after date below).

## Agency Reference Number

A	S	O	H	1	1	9	8	6
---	---	---	---	---	---	---	---	---

## Project Reference Number

X	S	O	H	1	6	1	8	7
---	---	---	---	---	---	---	---	---

The Project

1. Title of Project      Hobs Moat Archeological Dig
2. Authorisation Date (earliest date on which project may begin)  
13-8-87
3. Duration      52 Weeks
4. Objectives to be achieved      To have landscaped and excavated Hobs Moat as a 'Listed Monument'.
5. Specification of work to be done (continued on a separate sheet if necessary)

Landscape area, preserve site and monument, continue archeological excavation. Programme of education and information for local people and schools in the form of displays and exhibitions. Promote Hobs Moat as a tourist attraction.

Agency Reference Number

A S O H I I 9 8 6

Project Reference Number

X S O H I 6 1 8

Personnel and Finance

1. The authorised number of workers to be employed shall be as follows:-

Managers and Supervisors: 6

Other Workers: 60

2. The posts for manager/s and supervisor/s authorised by MSC and the maximum amounts to be reimbursed by MSC for each post are as follows:

Title of post	Rate of pay per ....Annum.		
	Gross Wages	Employer's NI	Employer's Superannuation
Senior Supervisor	8172.00	603.20	980.64
Supervisor x 5	35789.00	2168.40	4294.68

TL/LAB/1052C

29 May 1987

Ms V Jones  
Manpower Services Commission  
Employment Division  
King Edward House  
135A New Street  
Birmingham  
B2 4QP

Dear Ms Jones

We refer to your telephone query of today on the proposed Hobs Moat project and the two budget items, tools and equipment and capital purchases.

Solihull MBC is funding the purchase of five new temporary site accommodation units. The furniture, on capital appropriations, is required for these units and would comprise:

Desks	600
Chairs	160
Filing Cabinets	240

The tools and equipment purchases figure of £4000 may seem excessive. However there are many items used which do not reach the figure of £50 to become capital but are quite expensive and many are used, viz:

Earth sieves	say 50 @ £8.00	400
Drawing materials		600
Hire of Compactor for pathways		1500
Gardening and landscaping tools		1400
Archaeologists hand tools		270
Grid frames		120
Miscellaneous		200

We trust this further information will enable you to process the project.

Yours sincerely

T Lewis  
Agency Manager

Tom  
Your copy

TL/LAB/1111C

3 July 1987

Ms V Jones  
Manpower Services Commission  
Employment Division  
King Edward House  
135A New Street  
Birmingham  
B2 4QP

Dear Ms Jones

Further to your visit to the Hobs Most project and query regarding outcomes we append the up-to-date situation of personnel leaving since September 1986.

1. Contract Ended - No Further Information

September 1986	N Butler S Johnson C Barrett J Chinery
October 1986	I Fuller F Kennedy
December 1986	P Richards J Whateley
March 1987	G Weller
May 1987	N Pearson
June 1987	D Newman L Nixey

2. Found Job Before or at Contract End

September 1986	A Cox C Birch P Chant G Taylor
October 1986	P Kelly A O'Keefe P Clayton

Ms V Jones

2

3 July 1987

2. Found Job Before or at Contract End

November 1986	A Dawes D Young
January 1987	R Hermitt
February 1987	J Edmondson
April	D Glover
May 1987	A Tideswell
June 1987	A W Waite E Price

3. Resigned

October 1986	P Gallaher S Gormley
--------------	-------------------------

4. Dismissed

October 1986	P Sheard R Francis P Hartman	
November 1986	N Shepherd	
December 1986	G Robinson	
January 1987	D Cannon	
February 1987	R Kennedy	
March 1987	J Davies	
May 1987	B Williams	T Bennett
June 1987	W Burley	

5. Transferred to Other Projects

October 1986	S Dartnell
--------------	------------

6. Taking Up Further Education

September 1986	B Grant
June 1987	M Birch D Upton A Swingler ) Waiting to take places at I Parnell ) Institutes of Further Education

Ms V Jones

3

3 July 1987

This represents a figure of 37% of project personnel who found jobs or went into further education.

Yours sincerely

T Lewis  
Agency Manager

TL/LAB/1135C

16 July 1987

Ms V Jones  
Manpower Services Commission  
Employment Division  
King Edward House  
135A New Street  
Birmingham  
B2 4QP

Dear Ms Jones

Please find attached copy of letter from Solihull Metropolitan Borough Council certifying funding of temporary site accommodation at the Hobs Moat project to a limit of £10,000.

Yours sincerely

T Lewis  
Agency Manager

Enc



All communications should be addressed to the  
Head of Department and not to individuals



# Solihull

## METROPOLITAN BOROUGH COUNCIL

TECHNICAL SERVICES DEPARTMENT

R.G.BROWN B.A.,C.Eng.,F.I.C.E.,F.I.H.T.,M.R.T.P.I.  
DIRECTOR OF TECHNICAL SERVICES

P.O.Box 19 Council House  
Solihull West Midlands B91 3QT  
Telephone 021-704 6000

Telex 946240 CW EASY G 19022055

Mr J Payne  
Solihull Enterprise Agency  
142 Lode Lane  
SOLIHULL

Your reference

Please quote our reference

PCD/BMW

15 July 1987

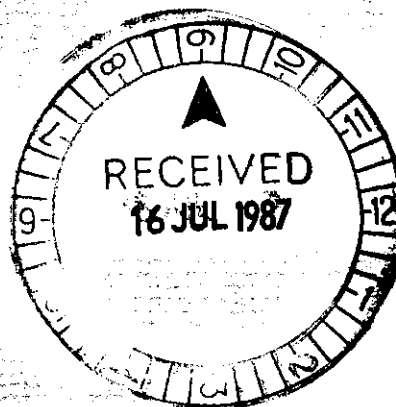
Dear Mr Payne

Hobs Moat Archaeological Excavation and Landscaping

I have to confirm that my Council has agreed to fund the £10,000 required for the provision of temporary accommodation in connection with the above project.

Yours sincerely

Director of Technical Services



TL/LAB/1077C

16 June 1987

Ms V Jones  
Manpower Services Commission  
Employment Division  
King Edward House  
135A New Street  
Birmingham  
B2 4QP

Dear Ms Jones

Please find attached copy of Interim Report prepared for English Heritage by the staff of the Hobs Moat project.

You will note from the report and the project work schedule that the work is pretty well on target.

Yours sincerely

T Lewis  
Agency Manager

Enc

TL/LAB/1071C

16 June 1987

Dr A D F Streeten  
Assistant Inspector of Ancient Monuments  
English Heritage  
Historic Buildings & Monuments  
Commission for England  
Room 313  
Fortress House  
23 Savile Row  
London  
W1X 3HE

Dear Dr Streeten

Please find attached Interim Report on the Hobs Moat Archaeological Excavation.

We apologise for the delay in submission which has been largely due to pressure on our typing facilities.

Yours sincerely

T Lewis  
Agency Manager

Enc

HOBS MOAT ARCHAEOLOGY PROJECT

AUGUST 1st, 1987

ARCHAEOLOGISTS' TRAINING COURSES, EXPENDITURE

Name	Cost	Subsistence
D. Wicks	175	46
S. Steadman	175	46
G. Smyth	165	90
J. McIlwaine	165	90
A. Swingler	165	75
T. Derrington	145	Nil
Subtotal	1337	
Add cancellation fee for E. Price	70	
Subtotal	1407	
Add provision for subsistence for T. Derrington		46
TOTAL	<u>1453</u>	

This is within the expected budget outlay of £1500 maximum. It meets the criterion of an average £60 per person subsistence.

Additionally, it is anticipated that a bill for subsistence for D. Wicks and S. Steadman will not be forthcoming from the Institute of Archaeology's Halls of Residence, producing an additional saving of £92. This reduces the final expenditure outturn to £1367.

J. Debney.

METROPOLITAN BOROUGH OF SOLIHULL  
MEMORANDUM

To

Tom Lewis

REF.

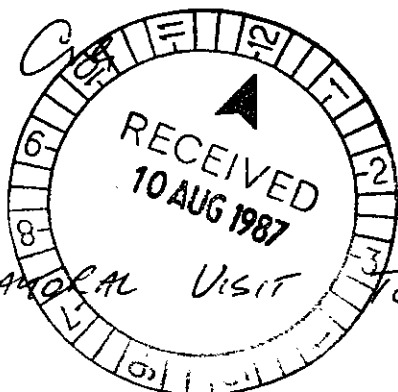
From

C. J. E.

REF.

Date

3.8.87.



to HOBBS MOAT.

I attach copies of papers associated with the forthcoming visit of the Mayor + Mayress to Hobbs Moat.

You mentioned that you would be inviting the press along. Have you time to get?

Should we talk about the visit with the Site Manager or can we work him to see to the organisation? It would be nice



**Manpower  
Services  
Commission**

Birmingham or Solihull  
Area Office  
3rd Floor  
King Edward House  
135A New Street  
Birmingham B2 4PQ  
Tel 021-631-4151

Employment and  
Enterprise Group

Mr T Lewis  
Solihull Enterprise Agency  
142 Lode Lane  
Solihull  
West Midlands

Your reference

Our reference

Date 27.8.87

Dear Mr Lewis

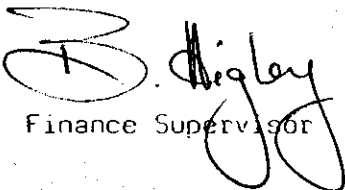
Project Number: X/50H/1618/7  
Project Name: Hobs Moat Archaeological Dig

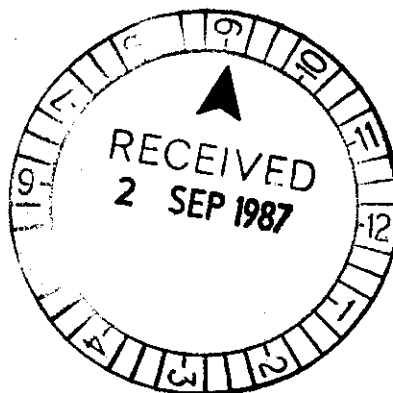
I am pleased to tell you that the MSC has approved the above-named project,  
with an authorisation to start on 17.8.87

Enclosed are two copies of the agreement which have been signed by the MSC.  
In order for the agreement to become effective we require you to also sign  
both copies and return one copy to this office as soon as possible. (Please  
note that MSC-funded employees cannot be authorised signatories to the agreement).

If you have any queries please do not hesitate to contact me.

Yours sincerely

  
Finance Supervisor





# English Heritage

Historic Buildings & Monuments Commission for England

Room 308 Fortress House 23 Savile Row London W1X 2HE Telephone 01-734 6010 ext: 432

TELEX: 892091 HBMC FHG

FAX: 01-434 1799

Mr T Lewis  
Agency Manager  
Solihull Enterprise Agency  
142 Lode Lane  
SOLIHULL  
West Midlands  
B91 2HP

Your reference TL/LAB/1071C  
Our reference AA 90856/2 Pt 3  
Date 14 September 1987

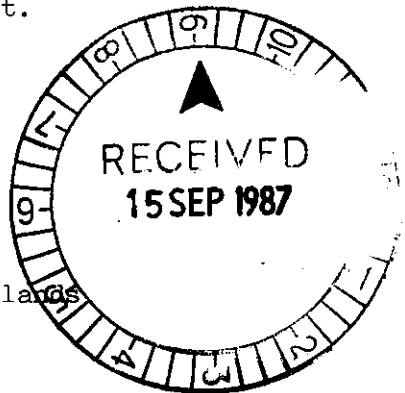
Dear Mr Lewis

I refer to my letter of 29 June 1987. I would be pleased if you could forward an additional copy of the Hobs Moat Interim report.

Yours sincerely

DA Dexter

MS D A DEXTER  
Ancient Monuments Division-Midlands



AA 90856/2 Pt 3

TL/LAB/1202C

23 September 1987

Ms D A Dexter  
Ancient Monuments Division-Midlands  
English Heritage  
Room 308  
Fortress House  
23 Savile Row  
London  
W1X 2HE

Dear Ms Dexter

Further to your letter dated the 14 September 1987, please find attached an additional copy of the Interim Report for the Hobs Moat Archaeological Project.

Yours sincerely

T Lewis  
Enterprise Manager





# Manpower Services Commission

Birmingham & Solihull  
Area Office  
3rd Floor  
King Edward House  
135A New Street  
Birmingham B2 4PQ  
Tel 021-631-4151

Employment and  
Enterprise Group

Solihull Enterprise Agency.  
142 Lodge Lane,  
Solihull,  
West Midlands  
B91 2HP

Your reference

Our reference

Date 21/9/87.

Dear Sir,

PROJECT NAME: Hobbs moat  
PROJECT NUMBER: x1504/1250/6

I am pleased to tell you that the MSC has approved the recently requested amendment to your project.

Details of the amendment and the revised finance totals shown on the EC2 application are given on the 2 amendment sheets enclosed.

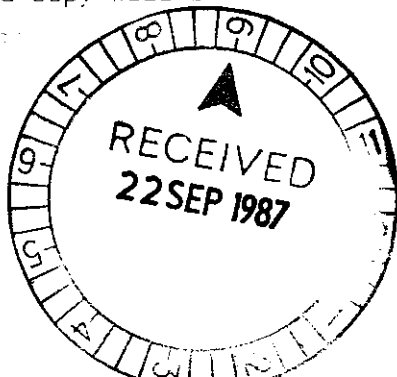
Please sign and date each one and return BOTH copies to this office. After countersigning by the Special Measures Manager the second copy will be returned to you for retention.

Yours sincerely

*Mullington*

Finance Supervisor.

Encs.



Wage increase - manager & supervisors

Note - Local authorities please show prices excluding VAT

	Details (including any formulae used to calculate costs)	MSC Contribution £ p	Contribution by Sponsor or other sources £ p
Rent	Proportion of overall )		
Rates	running costs )	4986.96 ✓	
Heating, Lighting, Power etc	attracted to the )		
Maintenance, Cleaning etc	Core Unit )		
Telephones			

Materials (please list these)

Protective Clothing	66 x £40	2640. 00 ✓	
Tools and equipment		3000. 00	
Materials and Photo		1000. 00	
Purchase External Services	Lab. Tests Pottery Hire of test & sampling equip.	1500. 00	
Education - Public / Press	Issue of Broad Sheet Information Packs Displays, Exhibitions	1000. 00	
Books & Periodicals	Book on Aspects of Arch. Periodicals & Publications on aspects of Arch	200. 00	

Transport and Travel (Van)	10 miles x 5 days x 52 weeks x 30p/mile	780. 00 ✓	
Supervisors Travel. XXXXXXXX	25 miles x <del>6 weeks</del> x 6 Supervisors x 52 weeks x 30p/Mile	2340. 00 ✓	
Audit Fees			
Printing/Stationery XXXXXX	Interim Reports	1000. 00	
TOTALS		18446. 96 ✓	

Put these totals in Finance Summary - item 6.

# Wages for Managers and Supervisors

1	2	3	4	5	6	7	8	9
Category of employee	No of employees	No of weeks	Total employee weeks col 2 x col 3	Weekly wage rate £ p	Gross wages col 4 x col 5 £ p	Employer's weekly NI contribution per employee £ p	Employer's total NI contribution for the group col 4 x col 7 £ p	Superannuation (if applicable) (employer's share only) £ % p
<u>18.8.86 to 3.7.87</u>								
Snr Supervisor	1	46	46	157.15	7228.90	33 x 11.54 13 x 11.60	531.62	867.47
Supervisor Arch	4	46	184	137.65	25327.60	33 x 4 x 8.31 13 x 4 x 8.34	1530.60	3039.31
Supervisor Land	1	46	46	137.65	6331.90	33 x 8.31 13 x 8.34	382.65	759.83
<u>6.7.87 to 15.8.87</u>								
Snr Supervisor	1	6	6	164.596	987.58	12.05	72.30	118.51
Supervisor Arch	4	6	24	144.288	3462.91	8.68	208.32	415.55
Supervisor Land	1	6	6	144.288	865.73	8.68	52.08	103.89
TOTALS					44204.62		2777.57	5304.56
					Put this total in Finance Summary item 4	Put these totals in Finance Summary at item 5		

# Capital Costs

Note - Local authorities please show prices excluding VAT

Description	MSC Contribution		Contribution by by Sponsor or other sources	
	£	p	£	p
Office Equipment i.e. Filing Cabinets Desks	800.	00	2200	
Projector and Screen	300.	00		
Russian Auger, Screw Auger, Flotation Chambers Light Box, Brass Sieves	1000.	00		
Towards Purchase of Vehicle	5853.	04		
TOTALS	7953.	04		

Put these totals in finance summary item 8

**HOBS MOAT ARCHAEOLOGICAL DIG 1986/87**  
**AMENDMENT TO MANAGERS/SUPERVISORS RATES**

**Finance Summary Table**

To be completed from details on previous pages

14.7.87

1 Details	2 Project total cost		3 Amount to be funded by sponsor and other sources including project revenue (see table on page 16)		4 MSC contribution requested (col 2 - col 3)	
	£	p	£	p	£	p
1 Participants' gross wages	198152.	80			198152.	80
2 Training (if paid out of wage allowance)	9360.	00			9360.	00
3 Employers NI and superannuation for participant workers	12714.	00			12714.	00
4 Gross wages or salaries of managers/supervisors	44204.	62			44204.	62
5 Employers NI and superannuation for managers/supervisors	2777.	57			2777.	57
	5304.	56			5304.	56
6 Running Costs	20960.	00	7500.	00	13460.	00
7 Training (if paid out of operating costs)	-				-	
8 Capital Expenditure	7953.	04			7953.	04
9 GRAND TOTAL	301426.	59	7500.	00	293926.	59
Contribution to Core Unit Administration/Running Costs					4986.	96
Only complete this if you are an independent sponsor					298913.	55

Cumulative monthly expenditure profile

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
MSC Contribution												
Other sources of income												
TOTAL												

HOBBS MOAT ARCHAEOLOGICAL PROJECT

STATISTICAL INFORMATION

There are four disabled persons on the site, and one person is of Asian origin. There is one Afro-Caribbean

MAN HOURS LOST DUE TO  
ADVERSE WEATHER

DISCIPLINARY MATTERS

During the month, on separate occasions, two Olympus OM20 photographic cameras plus lenses were stolen from the project office. These incidents are being investigated.

GENERAL COMMENTS

The steady progress of recent months was maintained during July aided by the general improvement in the weather.

The site facility is approaching completion, and it will be commissioned before the end of August.

Reinstatement work in the existing facility has begun.

LANDSCAPE PROGRESS

Turfing work on the western rampart system, begun last month, is now at an advanced stage and currently both sides of the moat ditch have been 'greened up', while preparation work has begun on the scarp and counter-scarp crowns. This work is being extended on to the moat platform, so that quite soon we will be able to extend the reinstatement works to this part of the site.

Generally throughout the month the monument was also maintained on a 'tick over' basis - its appearance is better now than at any time in the past thirty years.

ARCHAEOLOGICAL PROGRESS

Work on the archaeology side of the project has progressed in several directions during the month. Principal among these is the contour survey of the earthwork - which is now approaching completion - and the preparation of a revised, updated archive list, together with further preparation works in advance of the forthcoming published site report on areas HM1, HM2 and HM3 ( this is the final version of the Interim Report ). Work continued on HM6, while a revised appraisal of future proposed works on the scheduled area on the monument was outlined during the month by D. Wicks in consultation with myself. The trench HM6 is at an early stage in development but has attracted a great deal of attention from the general public.

J. Debney,

August 3rd, 1987

HOBS MOAT ARCHAEOLOGICAL PROJECT

STATISTICAL INFORMATION

There are four disabled persons on the site. There are two Afro-Caribbeans and one Turk.

MAN HOURS LOST DUE TO  
ADVERSE WEATHER

DISCIPLINARY MATTERS

None.

GENERAL COMMENTS.

September has seen extensive changes of personnel on the site leading to potential difficulties with some aspects of the project. But these were not realised and continuity generally was maintained. Progress during the month with both sides of the project, landscaping and archaeology, was steady if unspectacular.

LANDSCAPE PROGRESS

By the end of last month the western rampart system awaited seeding of the remaining areas not so far greened-up, along with part of the moat platform which had been prepared for seeding with a woodland grass/wild flower mixture. These tasks were accomplished during the month. By the end of the month all areas were showing signs of germination.

Elsewhere, as with August, the landscaping team <sup>concerned</sup> ~~commenced~~ itself with the care and commissioning of the project's new facility.

ARCHAEOLOGICAL PROGRESS

The advent of a new, much changed team necessarily entailed a process of assessment this month, and a considerable effort was put into the training of new team members. However, the signs are good and I am confident that the archaeological personnel for 1987/1988 will be no less effective than the excellent team of the preceding year.

On site progress was somewhat modest during the period, but effective substantial work was undertaken. This was noteworthy particularly with the project archive which now, for the first time, is a coherent, indexed body of work. This development is most pleasing.

J. Debney  
September 30th, 1987.

**HOBBS MOAT - APPLICATION FOR 52 WEEK EXTENSION  
BASED ON MANAGERS/SUPERVISORS WAGE RISE  
1987/88**

**Finance Summary Table**

To be completed from details on previous pages

15.7.87

1  Details	2  Project total cost		3  Amount to be funded - by sponsor and other sources including project revenue (see table on page 16)		4  MSC contribution requested (col 2 - col 3)	
	£	p	£	p	£	p
1 Participants' gross wages	197218.32				197218.32	
2 Training (if paid out of wage allowance)	9360.00				9360.00	
3 Employers NI and superannuation for participant workers	12589.20				12589.20	
4 Gross wages or salaries of managers/supervisors	46639.33				46639.33	
5 Employers NI and superannuation for managers/supervisors	2911.40 5596.72				2911.40 5596.72	
6 Running Costs	25410.00		10000		15410.00	
7 Training (if paid out of operating costs)	Nil				Nil	
8 Capital Expenditure	6003.04				6003.04	
9 GRAND TOTAL	305728.01		10000		295728.01	
Contribution to Core Unit Administration/Running Costs					4986.96	
Only complete this if you are an independent sponsor					300714.97	
Cumulative monthly expenditure profile						

MSC Contribution

Other sources of income

TOTAL

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12



**HOBS MOAT - APPLICATION FOR 52 WEEK EXTENSION  
BASED ON MANAGERS/SUPERVISORS WAGE RISE  
1987/88**

**Finance Summary Table**

To be completed from details on previous pages

15.7.87

1 Details	2 Project total cost		3 Amount to be funded by sponsor and other sources including project revenue (see table on page 16)		4 MSC contribution requested (col 2 - col 3)	
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1 Participants' gross wages	197218.32				197218.32	
2 Training (if paid out of wage allowance)	9360.00				9360.00	
3 Employers NI and superannuation for participant workers	12589.20				12589.20	
4 Gross wages or salaries of managers/supervisors	46639.33				46639.33	
5 Employers NI and superannuation for managers/supervisors	2911.40 5596.72				2911.40 5596.72	
6 Running Costs	25410.00		10000		15410.00	
7 Training (if paid out of operating costs)	Nil				Nil	
8 Capital Expenditure	6003.04				6003.04	
9 GRAND TOTAL	305728.01		10000		295728.01	
Contribution to Core Unit Administration/Running Costs					4986.96	
Only complete this if you are an independent sponsor					300714.97	
Cumulative monthly expenditure profile						

MSC Contribution

Other sources of income

TOTAL

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12

Wages for Managers and Supervisors

1	2	3	4	5	6	7	8	9
Category of employee	No of employees	No of weeks	Total employee weeks col 2 x col 3	Weekly wage rate £ p	Gross wages col 4 x col 5 £ p	Employer's weekly NI contribution per employee £ p	Employer's total NI contribution for the group col 4 x col 7 £ p	Superannuation (if applicable) (employer's share only) £ p
<del>17.8.87 to 14.8.88</del>								
Snr Supervisor	1	<del>24.52</del>	<del>24.52</del>	164.596	<del>8552.99</del> 3950.30	12.05	<del>626.60</del> 289.20	<del>474.04</del> 1027.08
Supervisor	5	<del>24.52</del>	<del>120.200</del>	144.288	<del>37514.82</del> 17314.56	8.68	<del>2256.80</del> 1041.60	<del>2077.75</del> 4501.78
<u>1.2.88 to 14.8.88</u>								
Snr Supervisor	<del>1</del>	<del>28</del>	<del>28</del>	<del>168.346</del>	<del>4713.69</del>	<del>12.30</del>	<del>344.40</del>	<del>565.64</del>
Supervisor	<del>5</del>	<del>28</del>	<del>140</del>	<del>147.577</del>	<del>20660.78</del>	<del>8.83</del>	<del>1236.20</del>	<del>2479.29</del>
TOTALS					<del>51013.81</del> 46639.33		<del>2911.40</del> 2883.40	<del>5596.72</del> 5528.86
					Put this total in Finance Summary item 4		Put these totals in Finance Summary at item 5	

**AGREEMENT**

THIS AGREEMENT is made between the SEVERN-TRENT WATER AUTHORITY  
(The Authority) and

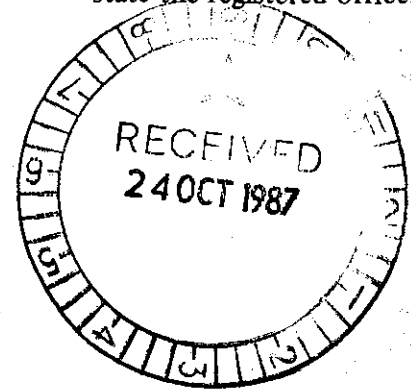
Solihull Enterprise Agency

of 142, Lode Lane, Solihull  
West Midlands  
..... (the consumer)

THE AUTHORITY agrees to supply and the Consumer agrees to take water for the premises described in the First Schedule for the purpose(s) and in accordance with the specifications mentioned therein subject to:-

- a) the general terms and conditions of the Authority a copy of which is attached hereto.  
and
- b) the special condition(s) set out in the Second Schedule - below:

Insert full name and address of consumer; if public or local authority state the principal office; if a registered company state the registered office.

**FIRST SCHEDULE**

- |       |   |  |
|-------|---|--|
| 1.    | Location of Premises to be supplied (give OS reference and site plan if no address) | Archaeologists Survey Accommodation<br>Hobs Moat Road, Solihull  |
| <hr/> |   |  |
| 2.    | Description of Premises   | Temporary portacabins<br>& future small permanent Studies Centre |
| <hr/> |   |  |
| 3.    | Purpose(s) for which water is required and is agreed to be supplied                 | Domestic   |
| <hr/> |   |  |
| 4.    | Meter Size and Reference Number   | 15 mm meter  |
| <hr/> |   |  |
| 5.    | Maximum daily quantity  | / gallons<br>cubic metres  |
| <hr/> |   |  |
| 6.    | Maximum draw-off rate   | / gallons<br>cubic metres/hour                                   |
| <hr/> |   |  |

**SECOND SCHEDULE**

(Special Conditions)

Signed by the Consumer .....

Signed on behalf of the Authority .....

Date .....

This agreement must be signed by the person responsible for the payment of the accounts except in the case of a corporate body where it must be signed by a duly authorised officer, or in a partnership by all partners, or by one partner "for self and partners".

# FINANCE SHEET - SUMMARY AMENDMENT



Project No:

X S O H I 2 5 0 6

Agency No:

A S O H O 8 9 5 5

Project Name:

H O B S M O A T P R O J E C T

Agency Name:

S O L I H U L L E N T E R P R I S E



## FINANCE DETAILS AS PER EC2

MSC CONTRIBUTION

NEW TOTAL NUMBER OF PLACES:

GROSS WAGES

2 7 2 5 1 4

MANAGER/SUPERVISORS

0 0 6

CAPITAL COSTS

7 9 5 3

PARTICIPANTS:

F/T

0 1 2

P/T

0 4 8

RUNNING COSTS

1 8 4 4 7

TOTAL  
DURATION/WEEKS

0 5 2

TOTAL

2 9 8 9 1 4

DATE EFFECTIVE FROM  
(WITH EFFECT FROM)

6 7 8 7

NOTES ON AMENDMENTS: ..Wages..Increase..for..Managers/.....  
..Supervisors...with effect from...6..July..1987.....

SIGNED: *Morris*  
(on behalf of the Project Sponsor)

DATE: 25 September 1987

SIGNED: *M. Sellars*  
(Manpower Services Commission)

DATE: -2 OCT 1987



HOBS MOAT PROJECT

23 November 1987

To  
The Agency Manager,  
Solihull Community Enterprise.

Dear Sir,

Re: the poor working conditions recently prevailing within the Hobs Moat portakabin facility.

This letter represents a formal, written complaint; made on behalf of responsible members of the Project, concerning the length of time taken to install an adequate power supply to the portakabin units erected in July 1987.

This written complaint follows the verbal complaints made to members of the supervisory staff by the full-time and part-time staff. The supervisory staff have likewise complained to the Senior Site Supervisor and thence to the Agency Core Unit. A reasonable procedure has therefore been followed.

It is our intention to bring the following points to your notice. These points have been drawn from the Health and Safety at Work Act of 1974, where it deals with the Factories and Commerce (Offices) sections.

Reference is given to:

1. The maintenance of a reasonable room temperature, especially where a substantial amount of work is done sitting down.
2. The use of sufficient and suitable lighting in working areas.
- 3.. The use of sufficient and suitable 'sanitary conveniences', well-lit and with either hot and cold OR warm running water.

(Using Factories: Sections 3,5,7,8 and Commerce: Sections 6,9.)

Although it is understood that the Midlands Electricity Board is an independent body, the 'apparent' lack of genuine response to legitimate staff grievances has given rise to feelings of resentment at the seemingly lax manner in which responsible complaints have been treated.

As responsible supervisors, and many times recipients of these complaints, we, the undersigned, feel justified in bringing these formally to your attention.

Despite recent movements by the M.E.B. and the hopefully imminent supply of power to the facility, we would still prefer to file this complaint.

Yours faithfully,  
David Wicks  
John McIlwaine  
Graham Smyth  
Sean Steadman

Archaeological Supervisors  
Hobs Moat Project.



**Manpower  
Services  
Commission**

Community Programmes  
Birmingham & Solihull  
Area Office  
3rd Floor  
King Edward House  
135A New Street  
Birmingham B2 4PQ  
Tel 021-631-4151

**Employment and  
Enterprise Group**

Mr T Lewis  
Solihull Enterprise Agency  
142 Lode Lane  
SOLIHULL  
West Midlands  
B91 2HP

Your reference

Our reference

Date 8/12/87

*Dear Mr Lewis,*

I refer to my monitor of 26 November 1987.

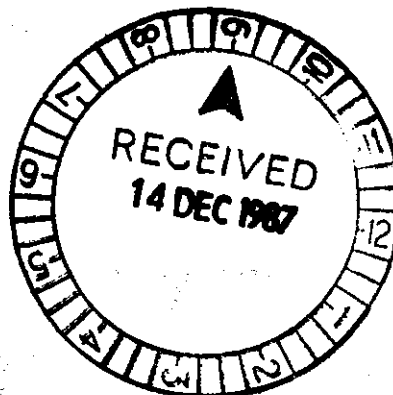
It was nice to see the project progressing so well and the work-force enjoying the work they are doing. It was also pleasing to hear of the increased number of schools, adults and tourists visiting the site.

Could you please pass on my thanks to Mr James Delney and the work-force for making my visit both interesting and informative.

*Yours sincerely,*

*R. Morley*

R. MORLEY  
Link Team Officer.



## HOBS MOAT COMMUNITY PROJECT

### Training Courses Received by Employees Sept. '87 to Jan. '88

P. Ryan	Technical Drawing 1 + 11 - Graphics 1 + 2
R. Dixon	Word Processing
D. Smith	Typing - First Aid
A. Evans	Forklift Truck Driving
E. Hewitt	Painting and Decorating - Bricklaying - Job Search Techniques - Basic First Aid - Plastering
M. Ratledge	Basic First Aid
P. Richards	Typing - Painting and Decorating
I. Bodfish	Graphics 1 + 2
J. Bedall	Computer Literacy - Technical Drawing - Typing
S. Tracey	Computer Studies - Typing - Job Search Techniques
V. Saul	Basic First Aid - Job Search Techniques
P. Gough	Job Search Techniques
K. Chaplain	Job Search Techniques
S. Hall	Job Search Techniques - Job Search Follow-Up - Computer Literacy
M. Bishop	Painting and Decorating
L. Whitehorn	Basic First Aid - Typing - Job Search
M. Manning	Job Search Techniques - Job Search Follow-Up - Computer Literacy - Basic First Aid
D. Platt	Typing - Computer Studies
R. Britain	Computer Literacy - Counselling
J. Wright	Job Search Techniques - Technical Drawing - Graphics 1 + 11
G. Clarke	Paper Hanging - Forklift Truck Driving - Painting and Decorating
T. Head	Technical Drawing 1 + 11
D. Hackney	Basic First Aid - Drainlaying - Bricklaying 1 + 11 - Concreting - Paper Hanging
D. Way	Plastering
P. Shears	Bricklaying 1 + 11
R. Morrin	Roofing
P. McGuighan	Paper Hanging - Computer Studies - Bricklaying
N. Butler	Drainlaying - Bricklaying 1 + 11 - Concreting - Dumper Truck Driving - Plastering - Job Search Techniques
L. Massey	Basic First Aid
R. Peters	Plastering - Paper Hanging - Job Search Techniques - Basic First Aid
A. Cartwright	Roofing - Forklift Truck Driving - Computer Literacy
P. Ireland	Concreting - Bricklaying - Job Search Techniques
P. Nicholas	Bricklaying

D. Marson	Basic First Aid - Job Search Techniques - Painting and Decorating
P. Ralph	Roofing - Painting and Decorating - Kerblaying
T. Hines	Dumper Truck Driving - Roofing
M. O'Rourke	Kerblaying
P. Green	Forklift Truck Driving
K. McGuinness	Basic First Aid
A. Grice	Basic First Aid - Typing
R. Griffiths	Bricklaying 1 + 11 - Roofing
P. Grieve	Bricklaying
D. Pacer	Dumper Truck Driving - Forklift Truck Driving
D. Mitchell	Forklift Truck Driving
S. Murphy	Painting and Decorating - Bricklaying - Plastering
H. Chatwin	Forklift Truck Driving
J. Debney	Plastering - Bricklaying 1 + 11
J. Mc Ilwaine	Surveying - Typing - Developing Leadership
S. Steadman	Geoarchaeology - Typing - Developing Leadership - Dumper Truck Driving - Basic First Aid
D. Wicks	Geoarchaeology - Basic First Aid - Typing - Word Processing - Developing Leadership
G. Smyth	Surveying - Basic First Aid - Typing - Computer Literacy
D. Naughton	Developing Leadership

Total Number of Courses	129
Average No of Employees during period	60
Length of period	5 months
Average number of courses per Employee	2 plus

If grossed up to a twelve months period these figures would predict an average of 5 course per Employee per annum.

The number of Job Search Courses attended during the 5 month period is noteworthy - 12, as is the follow-up Courses - 3

James Debney,  
Senior Supervisor

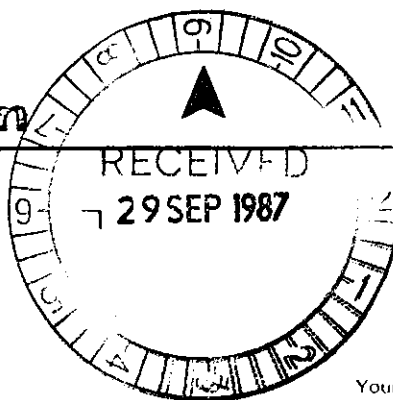
March 17th, 1988





**Manpower  
Services  
Commission**

Community Programmes  
Birmingham & Solihull  
Area Office  
3rd Floor  
King Edward House  
135A New Street  
Birmingham B2 4PQ  
Tel 021-631-4151



**Employment and  
Enterprise Group**

Mr T Lewis  
Solihull Enterprise Agency  
142 Lode Lane  
Solihull  
West Midlands  
B91 2HP

Your reference

Our reference

Date 25 September 1987

Project Name: Hobs Moat Archaeological Dig  
Project No: X/SOH/1618/7

I am pleased to tell you that the MSC has approved your recent application to increase the wages for Managers and Supervisors dated 21st Aug and that our records have been noted accordingly.

This has involved amending Annex 2 of the agreement, a copy of which is attached for your records. You should line through the old pages of the agreement, note them with the date of the change and pin the new pages, also noted with the date of the change, to the front of the agreement.

To confirm acceptance of the changes I would ask that you complete the Certificate of Acceptance below on both copies of this letter. You should retain one copy and return one to this office within one week of the date of this letter. Only when your acceptance has been received at this office will MSC's approval, and therefore funding, be effective.

Authorised to sign for and on behalf of the Manpower Services Commission

Signature

Name in Capitals

Position in Organisation

Date

*[Handwritten Signature]*

*E. A. Ellis*

*Acting Senior Community Programmes Manager*

*25/9/87*

Certificate of Acceptance by Agent/Sponsor

I confirm the Agent's/Sponsor's agreement to, and acceptance of the terms and conditions amended as detailed above.

Signature

Name in Capitals

Position in Organisation

Authorised to sign for and on behalf of  
(name of Agent/Sponsor)

Date

*[Handwritten Signature]*

*T. LEWIN*

*Manager*

*Solihull Community Enterprise*

*30 September 1987*

## Agency Reference Number

A	S	O	H	1	1	9	8	6
---	---	---	---	---	---	---	---	---

## Project Reference Number

X	S	O	H	1	6	1	8	7
---	---	---	---	---	---	---	---	---

Personnel and Finance

1. The authorised number of workers to be employed shall be as follows:-

Managers and Supervisors: 6

Other Workers: 31

2. The posts for manager/s and supervisor/s authorised by MSC and the maximum amounts to be reimbursed by MSC for each post are as follows:

Title of post	Rate of pay <del>per</del> XXXXXXXX .....		
	Gross Wages	Employer's NI	Employer's Superannuation
17/8/87 - 31/1/88			
Senior Supervisor	3950.30	289.20	474.04
Supervisor x5	17314.56	1041.60	2077.75
1/2/88 - 14/8/88			
Senior Supervisor	4713.69	344.40	565.64
Supervisor (x5)	20660.78	1236.20	2479.29

Agency Reference Number

A S O H 1 2 5 0 6

Project Reference Number

X S O H 0 8 9 5 6

Personnel and Finance

1. The authorised number of workers to be employed shall be as follows:-

Managers and Supervisors: 6

Other Workers: 60

2. The posts for manager/s and supervisor/s authorised by MSC and the maximum amounts to be reimbursed by MSC for each post are as follows:

Title of post	Rate of pay per .. Pro-rata		
	Gross Wages	Employer's NI	Employer's Superannuation
18-8-86 to 3-7-87			
Snr Supervisor	7228.90	531.62	867.47
Supervisor Arch x4	25327.60	1530.60	3039.31
Supervisor Land	6331.90	382.65	759.83
6-7-87 - 15-8-87			
Snr Supervisor	987.58	72.30	118.51
Supervisor Arch x4	3462.91	208.32	415.55
Supervisor Land	865.73	52.08	103.89



## Agency Reference Number

A S O H 1 1 9 8 6

## Project Reference Number

X S O H 1 6 1 8 7

Personnel and Finance

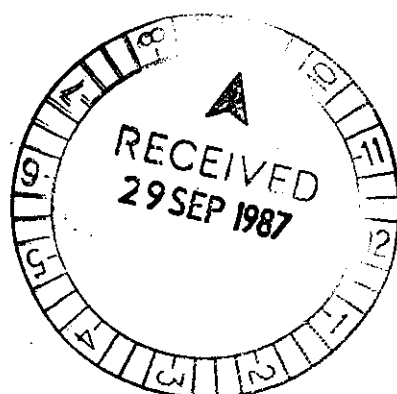
1. The authorised number of workers to be employed shall be as follows:-

Managers and Supervisors: 6

Other Workers: 60

2. The posts for manager/s and supervisor/s authorised by MSC and the maximum amounts to be reimbursed by MSC for each post are as follows:

Title of post	Rate of pay per Annum...		
	Gross Wages	Employer's NI	Employer's Superannuation
Snr Supervisor	8558.99	626.60	1027.08
Supervisor x 5	7503.00 x 5	451.36 x 5	900.36 x 5



IV.

We have been asked to provide the following information. — Please see attached sheet summary details.

Jun. 15/7

Information for Roger Money  
Training Commission

Re: Hobs Moak

Can the following information  
be supplied:

- ① How many people have worked on the above project since it was renewed last August.
- ② Number divided into: Male / Female.
- ③ Ethnic background
- ④ How many found work.
- ⑤ How many went into Further Education.

# INFORMATION FOR ROGER MORLEY - TRAINING COMMISSION

Re. HORS MOAT

① HOW MANY PEOPLE HAVE WORKED ON THE PROJECT SINCE RENEWAL LAST AUGUST.?

- THERE WERE 103 STARTERS ON THE PROJECT AUG 87 - JUNE 88 INCLUSIVE - 92 MALE - 11 FEMALE.

## MONTHLY CENSUS.

MALE - FEMALE

AUG	61	4
SEP	61	4
OCT	61	4
NOV	54	5
DEC	49	5
JAN	44	5
FEB	43	6
MAR	47	5
APR	45	6
MAY	44	5
JUNE	54	5

② ETHNIC BACKGROUND? -

10

④ HOW MANY FOUND WORK? -

10

⑤ HOW MANY WENT INTO FURTHER EDUCATION?

2

28. 4. 58

Manpower Services Commission.

HOBS MOAT PROJECT

Dear Sir,

As editor of the Transactions of the Birmingham and Warwickshire Archaeological Society, may I confirm that this society considers the Hobs Moat Report as suitable for inclusion in its Transactions and is prepared to publish this subject to the referee's approval. The estimated cost is £1,500.

Yours faithfully,

*Della Hooke*

Dr Della Hooke.

Copy T L.

# SOLIHULL COMMUNITY ENTERPRISE

## MEMORANDUM

To J Debney

REF.

From P J Warren

REF.

Date 11 August 1988

REF: TELEPHONE BILL RECEIVED 10 AUGUST 1988 £269.04

The number of telephone calls made from the Hobs Moat Site Telephone have almost doubled since January 1988.

This will not be allowed to continue. The telephone is provided for the use of the Senior Supervisor only.

If I do not see a reduction of at least 50% in November 1988 the telephone will be withdrawn from use causing inconvenience to all.



P J WARREN  
PROJECT CO-ORDINATOR





NATIONAL UNION OF PUBLIC EMPLOYEES

WEST MIDLANDS DIVISION  
Civic House 101 Sutton New Road  
Erdington Birmingham B23 6RE  
Telephone: (021) 377 6528  
Divisional Officer: JP Dempsey

Our Ref: 5/2/21/RGA/FLW

Your Ref: TL/LAB,

Mr. T. Lewis  
Enterprise Manager  
Solihull Community Enterprise  
142 Lode Lane  
Solihull  
West Midlands  
B91 2HP.

14 June 1988

Dear Mr. Lewis,

I refer to your recent letters seeking approval of various Community Programmes. I have pleasure in giving approval for the renewal of the following schemes:-

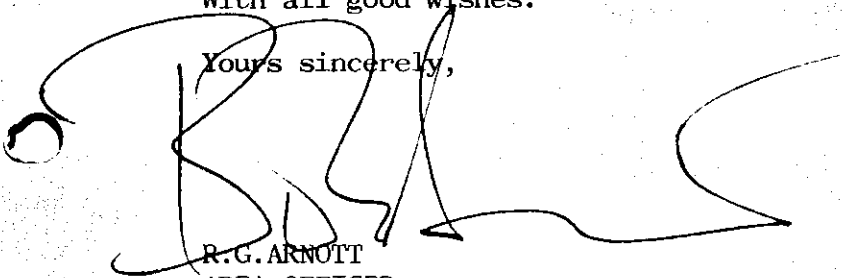
- 'Old Peoples Homes Activities Co-ordinator'
- 'Youth Afloat-Sailing Centre Project'
- 'Hobs Moat Restoration Preservation and Archaeological Dig'
- 'Hockley Heath Parish Council Project'
- 'Household Goods Unit'

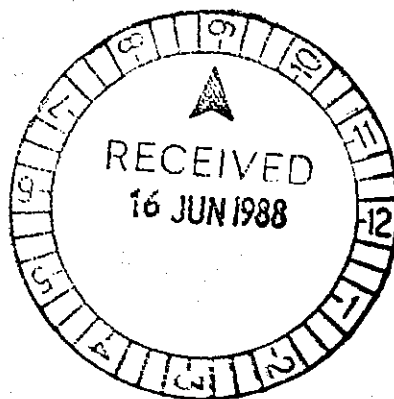
I also am able to give approval for the start of the following project:-

- 'Elmdon Manor Grounds Restoration'.

With all good wishes.

Yours sincerely,

  
R.G. ARNOTT  
AREA OFFICER



TL/LAB/1424C

17 May 1988

R G Arnott Esq  
NUPE  
West Midland Divisional Office  
Civic House  
101 Sutton New Road  
Erdington  
Birmingham  
B23 6RE

Dear Mr Arnott

You were kind enough in June 1987 to give your approval to the Hobs Moat Restoration Preservation and Archaeological Dig.

I am pleased to advise you that the project has gone extremely well, particularly the landscaping work which has already provided a well used public amenity.

We write to seek your approval for further archaeological and landscaping work in the year August 1988 to July end 1989.

The general work has not altered but numbers employed on the project have been reduced to:

1 Senior Supervisor Archaeologist	40 hours per week @ £8754 per annum
1 Supervisor Archaeologist	40 hours per week @ £7674 per annum
1 Landscape Supervisor	40 hours per week @ £7674 per annum
4 Leading Hands	40 hours per week @ £2.91 per hour
16 Part-time participants	20 hours per week @ £2.58 per hour

If you can find the time you may wish to visit the project and see what has been achieved. I shall be pleased to arrange a tour of the monument for you and your colleagues at any time.

Yours sincerely

T Lewis  
Enterprise Manager

APPLICATION FOR APPROVAL OF A COMMUNITY PROGRAMME PROJECT INVOLVING

BUILDING, MAINTENANCE OR CONSTRUCTION WORK

A SPONSOR DETAILS

Name of organisation Solihull Community Enterprise

Address 142 Lode Lane

Solihull

West Midlands

B91 2HP

Telephone No 021-704-2612

Contact T Lewis

Position Enterprise Manager

Organisation type Local Authority

Charity Reg No \_\_\_\_\_

PROJECT DETAILS

Estimated size of project area 10 acres

Is the proposed work to be undertaken on property belonging to the sponsor? Yes ☒ No ☐

If No please give details of the status of the individual or organisation concerned

Location and description of work to be undertaken including, where relevant, details about any proposed change in use of premises

On and around the Hobs Moat Ancient Monument Site, educating and training

employees in conservation, surveying, archaeological and landscaping work.

Reaching out to local schools and education centres.

How will the community benefit from this project?

By increasing the knowledge of local residents and of the historical significance  
of this ancient monument, it is hoped that vandalism of the site will be  
reduced so that Hobs Moat will be preserved for future generations. Also  
provide tourist interest and attraction to the area.

Has detailed planning consent been obtained?

Yes ☒ No ☐

If yes, when was this consent obtained? May 1987 for temporary accommodation site

Estimated total duration of project in weeks 52

Has an architect surveyor been retained in respect of this project?

Yes ☐ No ☒

Please fill in the table below with the number and occupation of Workers required  
(including management and supervisors)

1	2	3	4	5	6
No	Occupation	Full-time Weeks Each	Part-time Weeks Each	No of F/T Weeks (1 x 3)	No of P/T Weeks (1 x 4)
1	Sen Supervisor	52		52	
2	Supervisors	52		104	
4	Leading Hands	52		208	
16	Trainees	52			832
				TOTAL F/T WEEKS 364	TOTAL P/T WEEKS 832

Estimated cost of labour excluding management and supervisors £                     

Estimated cost of materials £                     

Please enclose a detailed costed list of materials and equipment.

Pending

Has written consent been obtained from the relevant trade unions?

Yes ☐ No ☒

If Yes, attach a copy

If No, is this being sought?

Yes ☒ No ☐

C FINANCIAL STATUS OF OWNER/OCCUPIER OF PROPERTY ON WHOSE BEHALF WORK IS TO BE CARRIED OUT:

(i) For Local Authority Projects Only:

1. What grants whether central or local government funded would be available to non-council groups wishing to carry out the same project? Please specify.

None

2. If the property in question is owned by the local authority when was it last the subject of building work? If the property is not owned by a local authority Annex 1 should be completed by the owner/occupier and no further action taken on this section.

None

3. If the proposed project involves decoration or routine maintenance/repair work, when was similar work last undertaken?

Tree surgery - Summer 1987

4. Please specify who carried out such work then.

Solihull MBC Workers/Contractors

5. Can it be confirmed that MSC funds will not be used on work that your Authority would have undertaken but for the overriding limitations on public expenditure or on work which is normally the responsibility of a local authority? Yes ☒ No ☐

(ii) For Other Projects: Annex 1 should be completed to give an account of the financial position of the organisation owning or occupying the property in question which is to benefit from the work to be carried out.

NOTE: In the case of projects providing benefits to several individuals - for example superficial works on property belonging to pensioners without means - it is not necessary to fill in the annex. Instead, please specify referral mechanism by which cases will be dealt with.

D This space should be used to provide additional information for MSC and BEC where it is thought the proposal might justify special consideration.

E What provision does the Scheme have for training?

Comprehensive programme (see EC2 attached)

Declaration by sponsor

I/We confirm that the above statements are correct to the best of my/our knowledge and that this information may be disclosed to the appropriate employers association by the MSC acting on our behalf in accordance with the CP criterion recurring that all projects have the support of the relevant employer's associations.

Signature

Date

(Host Sponsor)

FOR OFFICE USE

To: Building Employers Confederation  
Scottish Building Employers Federation

\*this proposal meets all the Community Programme criteria and is recommended for acceptance

\*this proposal meets the Community Programme criteria but the advice of the Area Manpower board will be required in respect of the benefit to the community

\*this proposal meets the Community Programme criteria but the advice of the BEC/SBEF is sought in respect of the possibility of the private sector undertaking the work under the Schemes for Tender arrangements within the finances available to the sponsor.

\*this proposal meets the Community Programme criteria but in the light of funds available to the proposer the advice of BEC/SBEF is sought in respect of the possibility of the private sector being able to undertake the work within the Sponsors own finances.

If no response is received within 20 working days consent will be assumed

Signature \_\_\_\_\_  
(For MSC)

Date \_\_\_\_\_

To: Manpower Services Commission

\*the consent of BEC/SBEF is given to this project

\*The BEC/SFEF is unable to give its consent to this project for the following reasons. (Details of the reasons behind the rejection must be given as fully as possible. These will be communicated to the sponsor).

Signature \_\_\_\_\_  
(For BEC/SBEF)

Date \_\_\_\_\_

\* Cross out the ones which do not apply

QUESTIONNAIRE TO BE COMPLETED BY NON-LOCAL AUTHORITY OWNER/OCCUPIERS

1. Income and expenditure

- a. What is anticipated income for the current year? ..... 198 /8  
b. What is anticipated income for next year? ..... 198 /8  
c. What is anticipated expenditure for current year? ..... 198 /8  
d. What is anticipated expenditure for next year? ..... 198 /8

NOTE A copy of the latest income and expenditure account and balance sheet must be provided.

2. What funds do you currently hold - specifying the amount .....  
if held in more than one account? .....

3. What funds are available to support the project? .....

4. If the amount available to support the project is less than the total funds held by the organisation for what purposes will the balance be required?

5. What grants or other financial assistance have been applied for?

6. What estimate/quotations for carrying out the work have been obtained from building firms?

7. What steps have been taken to raise additional funds to allow the work to be done with CP assistance?

I/We confirm that the above statements are correct to the best of my knowledge and that this information may be disclosed to the appropriate employers association by the MSC.

Signature ..... Position held in organisation .....

Organisation ..... Address .....



Michael Sweet M.A., M.Ed.  
Director of Education  
Carl V. Gilleard D.M.A., Dip. C.G.  
Senior Education and Training Officer



Your Ref:

Our Ref: TL/LAB/1425C

17 May 1988

Mr D Bourne  
Manpower Services Commission  
King Edward House  
135A New Street  
Birmingham  
B2 4QP

142 LODE LANE  
SOLIHULL  
WEST MIDLANDS  
B91 2HP  
Telephone: 021-704 2612

Dear Mr Bourne

Please find attached completed EC2 (86) as application for the renewal of the Hobs Moat Ancient Monument Project for a further 52 weeks.

There has been tremendous progress in the project and we are now able to affirm that with the proposed reduced workforce a final 52 week extension to the project will ensure its satisfactory completion. It will serve as a demonstration of what has been achieved between the MSC and a local authority.

We have advised SMBC that, if approved, this will be the final period of MSC funding. Steps have already been taken to finance the ongoing development and maintenance of the site after cessation of MSC funding.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'T. Lewis', is positioned above the typed name.

T Lewis  
Enterprise Manager

Enc

Project Reference Number

--	--	--	--	--	--	--	--	--

Agency Reference Number

--	--	--	--	--	--	--	--	--

**PROPOSAL FOR  
SPONSORSHIP  
BY**

SOLIHULL COMMUNITY ENTERPRISE (SMBC)  
HOBBS MOAT ANCIENT MONUMENT PROJECT

This form should be used for all applications for sponsorship of projects under the Community Programme including those to be administered by a Community Programme Agent (CPA)

For projects involving any building, maintenance or construction work an EC2 (BC) application form for Building Employers Confederation support **MUST** be completed and attached to this application.

A vacancy notification (EC2 Supp) form should be completed for each category of paid employee

Please complete this form and return it with all supporting material to:

**PART 1****Details of Sponsor**

Please ✓ boxes which apply

For MSC use only

Project reference number

--	--	--	--	--	--	--	--	--

<b>Name of Organisation</b>  Solihull Community Enterprise (Solihull MBC)	<b>Nature of Organisation</b> LA <input checked="" type="checkbox"/> Vol Org <input type="checkbox"/> Other <input type="checkbox"/>
	<b>No of permanent employees</b> Over 5000
<b>Address</b>  142 Lode Lane Solihull West Midlands B91 2HP	<b>Name of contact (Sponsoring Organisation)</b>  Mr T Lewis
	<b>Position/Status</b>  Enterprise Manager
	<b>Telephone Number of contact</b>  021-704-2612
<b>1 Are you</b>  a Company limited by guarantee? <input type="checkbox"/> a Registered Charity? <input type="checkbox"/> Other? <input checked="" type="checkbox"/>	
<b>If a Charity, please give registration number</b>	
<b>If other, please specify status of organisation.</b>  Local Authority	
<b>2 Does your Memorandum of Association or other terms of reference allow you to operate as a sponsor under the Community Programme?</b>  Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

- 3 Have you or your organisation sponsored or been involved in an MSC programme previously (eg Community Enterprise Programme, Community Programme, Youth Opportunities Programme, Youth Training Scheme, Adult Training Strategy etc)?

Yes

☐

No

☐

If Yes, please complete the following

MSC Programme	Name of Scheme	Location	Reference Number	Dates	
				From	To
Community	Various	Various		1981	1988

- 4 Will your sponsor be supported by any other organisation?

Yes

☒

No

☐

If Yes, please state the organisation(s) and the nature of this relationship.

Solihull Community Enterprise is a Community Programme Managing Agent on behalf of Solihull MBC.

5 What expertise will be provided to support the project and by whom? Comment under the following headings

a managerial

English Heritage  
Core Unit team of Managers, Senior Supervisor  
Birmingham University Archaeological Unit  
Site based Archaeologists

b technical

CP Project Manager  
Archaeologists  
English Heritage  
Solihull MBC

c financial

Senior Supervisor - Finance and administration

d other

- 1 Safety Officer
- 2 Clerk of Works
- 3 Training Officer

6 Please give details of any services to be provided for the project by the sponsoring organisation.

Full resources of Solihull MBC Technical Services Dept.

7 What controls will you exercise over the project? Please comment on the following

a General controls you will apply to ensure that objectives are met

Day to day monitoring by Supervisors and Senior Supervisor.

b nature and frequency of reports

i you will request from project

Monthly project progress reports.

Monthly employee assessment reports to Senior Supervisor.

ii you will be required to produce

Monthly finance analysis for budgetry control.

Monthly project progress report to MSC.

c nature and frequency of any monitoring you intend to undertake

Regular site checks by Management, SAFety Officer and Clerk of Works.

d whether project records will be scrutinised by your internal audit section or by other officers within your organisation

Records will be checked by:

Enterprise Manager

Project Manager

Finance Supervisor

**PART 2****Details of project**

<b>8</b>	<b>Name of Project</b>	Hobs Moat Ancient Monument Project
<b>9</b>	<b>Address</b>	Hobs Moat Ancient Monument Hobs Moat Road Solihull West Midlands
<b>10</b>	<b>Telephone Number</b>	021-742-6774
<b>11</b>	<b>Project contact</b>	Mr J Payne Projects Manager
<b>12</b>	<b>Proposed start date</b>	18 August 1988
<b>13</b>	<b>Proposed duration (in weeks)</b>	..... <sup>52</sup> ..... weeks
<b>14</b>	<b>a</b>	<p>Give a brief description of the project.</p> <p>The restoration and preservation of the monument by landscaping and archaeological means.</p>
	<b>b</b>	<p>What do you plan to achieve by the end of the project - (the project objectives)?</p> <p>To preserve the monument, improve the trainees numeracy and literacy, enhance their chances of future employment via training as well as producing a pleasant amenity for the local community and possible tourist attraction.</p>

- 15 a Please give below full details of the work to be undertaken in order to achieve your objectives. A work schedule on at least a monthly basis must be supplied to support this application which should include numerical targets and completion dates for each stage.

See attached notes.

- b Please give details of arrangements for alternative work in case of bad weather (where appropriate).

See attached notes.



## HOBBS MOAT COMMUNITY PROJECT

### 15a Outline of Work 1988 - 1989, Archaeology

During the work year August 1987 to July 1988 the emphasis of this aspect of the project shifted to excavation outside the scheduled area and to an intensification of non-intrusive assessment and surveys of the scheduled area. In the period August 1988 to July 1989 it is hoped to build on this work. The intention is that by the end of the period the results will be presented in a coherent form, capable of easy assimilation by interested parties. In effect, with the findings of previous years, this will mean the production of an archive for the site assembled to the highest academic standards. In this there will be a number of useful applications for trainees, particularly as regards the disciplines of literacy and numeracy.

At the same time it is proposed to view the site in its historical and typological background, which will further develop the considerable surveying skills of the project since it is envisaged that the recording and surveying of several other sites in the general area will be entailed. This will also have very considerable benefits for, and uses to, trainees.

On site, the excavation programme will continue in association with the conservation effort and this, allied to further non-intrusive work on the scheduled area, will be added to and complimented by a campaign of programme of education and information, as in previous years. For the first time, however, it is proposed to take the campaign directly into schools and places of education, rather than as in previous years when the brief was a less well developed facet of the project.

In summary the schedule of activities for the archaeology team will be as follows:

#### EE1

This trench is designed to investigate the results of RM4 (resistivity) survey.

The trench will allow the archaeological team to assess the damage to archaeological deposits resulting from the use of the playing field area as an allotment during the war and post-war period.

In inclement weather the trainees will be diverted to other activities.

#### EE2

This trench is designed to investigate the north-west corner of the monument. This is an important part of the project since the study of watercourse and associated earthwork elements (eg leats, dams and weirs).

In inclement weather the trainees will be diverted to other activities.

#### 15a EE3 - Reserve Trench

This trench will investigate a possible weir detected by the contour survey. The trench will allow continued use of the workforce should other trenches be completed on schedule.

#### Geophysical Surveys

The project is committed to surveying the monument in the greatest degree possible. The use of other forms of geophysical survey in 1988/89 will greatly enhance our understanding of the moat.

As indicated, a degree of related off-site survey work will also be undertaken. This will occur when the trenches EE1 and EE2 are not being excavated and will occupy members of the redirected workforce.

#### Vegetation Survey

The survey is designed to record the vegetation on the platform and its environs. The surveyors will also record and monitor the seeding programme of the landscaping team. In addition they will maintain observation on the wildlife on the monument. This will be combined with the data gathered by other aspects of the project to aid the education team.

#### Education Team

The education team's task will be to arrange exhibitions and talks. Under the direction of the Senior Supervisor, the team will produce education packs, leaflets and guides to the monument which will combine both the archaeological and ecological aspects of the earthwork. The team will also liaise with and give talks to local schools.

15a The Off Site Survey

In Solihull, in common with other Forest of Arden parishes, earthworks of a generally similar theme to Hobs Moat occur with some frequency. Most of these sites are little known. Assessing them, both visually (as regards condition) and by surveying, presents considerable tests of skill to the observer. The intention of the project is that this possibility should be harnessed to the programme in 1988/89, creating 'real' situations for trainees where modest literacy and competent numeracy will be a pre-requisite.

An advantage for the project is that an additional perspective on the history of Hobs Moat will thus be generated. A further advantage lies in the fact that it is most unlikely that these sites will ever be surveyed other than by members of a Community Project.

Accordingly, since the excavation of trenches cannot be continuously undertaken, except in optimum weather conditions, several of these earthworks will be assessed by members of the Hobs Moat team. In the process a record of the sites will be compiled.

There will be no excavation involved in this activity and the surveying will be conducted as an adjunct to the archaeological activities at Hobs Moat. In effect it will provide a buffer to maintain team effort and employment.

15a Outline of Work 1988 - 1989, Landscaping

During the first three years of the Hobs Moat Project the overriding objective of the landscaping team has been to restore the earthwork to a viable condition and at the same time to make it an attractive amenity. This objective has been attained in great measure, and the site now exists as having been restored to a basic level. There is, however, a continuing need to upgrade the site and to bring about a further improvement, to reinforce its prospects for survival into the next century.

This work will not involve activities on the scale of the period 1985 - 1988.

In the first three months of the new project the team will be engaged on re-seeding parts of the rampart system where the original solution - the laying of turf - has been less successful than had been hoped. This completed, in the winter months, their activities will be directed to vegetation management and the laying of a path along the northern perimeter of the monument. This will have very great benefits for the monument and for the people in the area who would greatly appreciate such a facility at this point.

In the Spring, with the return of warmer weather the team will again return to conservation activities on the rampart system, and this will be merged as the year progresses into a programme of works to improve the monument further to make it a more attractive place to visitors. This phase will have the additional intention, at this point, of so constructing these works that the increasing number of visitors experienced (over the last three years) will be able to enjoy the monument without intruding on its existence.

The total number of trainees required for these activities in 1988/89 is eight.

**PROJECT:** ..... HOBS MOAT 1988/89 .....

SPONSOR CONTACT: ..... ARCHITECT ..... TEL NO .....

[illegible]

16 Please state the geographical areas in which the work will take place.

Solihull MBC and the medieval manor of Solihull.

17 What practical benefit to the community will the project provide?

The project will help preserve the ancient monument and provide the local community with knowledge of the pleasant local amenity and attract visitors.

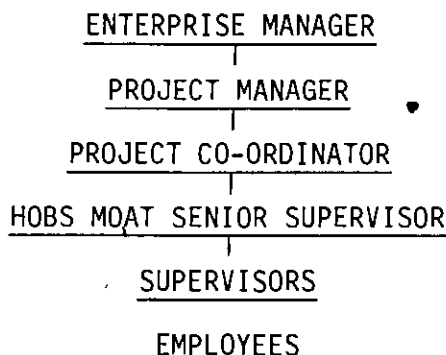
The added benefit will be the training of an unskilled work force, the net result being an improvement in their skill levels which will make them much more employable.

18 What market research has been done to ensure that the project you are proposing is in demand in the area you intend to operate? Please give details of the results.

During the period of our operations on this site persons visiting and traversing the works have been questioned on what they think of the project.

Local residents have generally experienced keen interest in Hobs Moat's historical background and much appreciated the paths and landscaping work which has transformed a past eyesore into a pleasant local amenity.

- 19 How will the project be run? Please attach a diagram of your management structure and an outline of the roles of all managers/supervisors and any project employees with administrative roles.



- 20 Please give details of how the progress of work will be monitored by project management

Regular visits to the site will be conducted by the Projects Manager and Projects Co-ordinator.

All monthly reports by the Senior Supervisor (site) will be scrutinised by the above mentioned incumbents, and a strict budgetary control applied throughout the project life.

- 21 a From which trade unions have you sought written approval for this project?

NUPE

- b Has written approval been given?

Yes ☐

Pending

No ☒

If Yes, attach copies of written approval

If No, state which written approvals have not yet been received.

22 a Have you sought the support of any employers' association for this project?

Yes

☐

No

☒

If Yes, which?

b Have letters of support been obtained?

Yes

☐

No

☒

If Yes, attach copies of letters of support.

If No, which letters of support have not yet been received.

23 Could the project impair or affect any existing business?

Yes

☐

No

☒

If Yes, please give details

24 Could the project lead to any private gain?

Yes

☐

No

☒

If Yes, please give details

25 Please give the name of the Insurance Company providing your employers liability and public liability cover, the expiry dates of present policies and the extent of cover.

a Employers liability

Name of Insurance Company

Municipal Mutual Insurance Company

Expiry date of present policy

31 March 1989

Extent of cover (£)

£1000,000 any one event



**b Public liability**

Name of Insurance Company

Municipal Mutual Insurance Company

Expiry date of present policy

31 March 1989

Extent of cover (£)

Unlimited

26 If the project was not funded by MSC would the work be done at all?

Yes ☐

No ☒

If Yes, please give the date when the work would be undertaken.

27 Have arrangements been made for maintenance, or for funding the continuation of work when MSC funding ends (where appropriate)?

Yes ☒

No ☐

If Yes, please give details

**To be completed by Local Authorities only**

28 Can it be confirmed that MSC funds will not be used in work that your Authority would have undertaken but for the over-riding limitations on public expenditure or on work which is normally the responsibility of a local authority?

Yes ☒

No ☐

## Employees

- 29 Please give the number of people who will be employed on the project in each of the following categories:

		Number of people
a	Managers and supervisors (35 hours or over)	3 Supervisors
b	Other full-time workers (35 hours or over)	4 Leading Hands
c	Part-time workers (under 35 hours)	
	i 2 days	
	ii 3 days	
	iii 4 days	
	iv Other (Please specify)	16 Part-time

- 30 Please give the expected number of filled places during each month of the project:

	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Managers/ Supervisors	3	3	3	3	3	3	3	3	3	3	3	3
Other Employees	20	20	20	20	20	20	20	20	20	20	20	20
TOTAL	23	23	23	23	23	23	23	23	23	23	23	23

- 31 What will your recruitment policy be?

Solihull Community Enterprise operates a policy of equal opportunities in the fullest sense regardless of race, sex, religion or disability.

To this end job descriptions and qualification criteria will not be drawn up in such a way as to exclude particular individuals or groups.

32 What will be done to assess abilities of employees during their employment on the project and provide a progression to more demanding/satisfying work?

Monthly Employee Assessment Reports are submitted to the Projects Co-ordinator by the Site Supervisor.

As a matter of Enterprise policy all possible promotions are made internally rather than by outside recruitment.

33 How will the project enhance the employment prospects of the employees? Give examples.

- a. The employees will gain a good background knowledge of various skills from 'on the job' training and training module courses to help with their future employment prospects.

Job Search Training is also carried out at the start of the 52 week period.

- b. The project employees working in a team environment will be involved with work schedules which will enable them to understand the importance of working to a time-scale to finish the project by the required date.

The employees will acquire skills relevant to the project they are working on to enhance their prospects of other employment after the 52 week period.

The project will create an environment similar to outside industries with the disciplines of work attendance and good time-keeping.

- c. Improved numeracy and literacy. The project will aim to impart specialist knowledge, eg surveying to enhance trainees future employment prospects.

34 Please give details of any training either on or off the job which you propose to offer to employees on the project indicating

- a what will be funded out of CP money
- b what will be funded under other MSC Programmes
- c what will be funded in other ways.

After recruitment employees are phased into induction and job search courses. At this stage on a self assessment basis, skills and other training modules are selected.

During the course of the community programme period of employment the individual training plan is executed, there is also the facility for transfer within the Agency to practice acquired skills.

A programme of 'off the job' training will be developed for each employee, this would be carried out as:

- 1 Induction and assessment including the role of the Manpower Services Commission.
- 2 Job Search Training at the start of the 52 week period.
- 3 First Aid Courses.
- 4 Skills Module Courses.

All training will be funded out of wages vide EC2 (86)

See attached list of modules available.

35 What facilities will be available to employees on the project (eg canteen, transport arrangements for employees)?

Facilities will be provided on site for rest and meal periods. Transport to and from work sites will be provided by Enterprise minibus (for those employees reporting to work at 142 Lode Lane).

36 What protective clothing will be provided for employees?

- 1 Wet weather clothing.
- 2 Gum Boots (Steel Toe Capped).
- 3 Boots (Steel Toe Capped).
- 4 Donkey Jackets.
- 5 Gloves
- 6 Safety Helmets where required.
- 7 Protective Spectacles or Goggles where required.
- 8 Overalls (where required).

37 Please indicate any particular hazard for protect employees.

Normal hazards associated with the type of work involved.

38 What steps will you take to ensure health and safety of all participants while at work on the project?

All work will be in accordance with HASAW Regulations and the Enterprise Policy Document for Health and Safety at Work.

Regular site checks will be made by the Enterprise Safety Officer and reports submitted to the Project Manager.

An accident book is retained on all projects for inspection.

## PART 4

### Finance Details

#### Financial Contribution from sources other than MSC

Please give details of any income to the project from sources other than MSC.

Source	Type of Grant	Amount £	Purpose
Sponsor's own organisation			
Agent's own organisation			
Task patrons			
Local Authority			
Voluntary Organisation (Specify which)			
Firms (Specify which)			
Other Sources (Specify which)			
Householder's contribution eg for energy conservation			
<b>Total Grants</b>			
<b>Income Generated on Project</b>	Sale of *Goods/ Services		
<b>Total Income from all sources</b>			

\*Delete whichever is inappropriate

**Note 1** All information must include the source of income, its use, the estimated amount of income over the life of the project and at what intervals it is to be input into the project, eg monthly.

**Note 2** Any financial contribution from a source other than the MSC must be paid into the project or Agency account **at the earliest possible date in the project's life.**

**Note 3** The totals should be shown in the Finance Summary tables col 3 on page 22.

**Note 4** If the project costs less than stated in the Finance Summary table col 3 the treatment of the above contributions will be in accordance with the principles stated in the contract with MSC which covers the project.

## 4

[illegible]**TOTAL**
$$\begin{array}{r} 64.54 \\ + 2.46 \\ \hline 67.00 \end{array}$$
**TOTALS**

1040	67117.44
------	----------

That this total  
on 1 January  
Summary at  
item 1

4318.08	Nil
---------	-----

And there, I believe, is the answer  
to the question of the



# **Wages for Managers and Supervisors**

1	2	3	4	5	6	7	8	9
Category of employee	No of employees	No of weeks	Total employee weeks col 2 x col 3	Weekly wage rate £ p	Gross wages col 4 x col 5 £ p	Employer's weekly NI contribution per employee £ p	Employer's total NI contribution for the group col 4 x col 7 £ p	Superannuation (if applicable) (employer's share only) £ p
1 Sen Supervisor	1	52	52	168.346	8754.00	12.30	639.60	1050.48
2 Supervisors	2	52	104	147.577	15348.01	8.83	918.32	1841.77
TOTALS					24102.01		1557.92	2892.25
					Put this total in Finance Summary item 4	Put these totals in Finance Summary at item 5		

# Running Costs

Note - Local authorities please show prices excluding VAT

	Details (including any formulae used to calculate costs)	MSC Contribution		Contribution by Sponsor or other sources	
		£	p	£	p
Rent					
Rates					
Heating, Lighting, Power etc					
Maintenance, Cleaning etc					
Telephones		500.00			

## Materials (please list these)

Protective Clothing	20 sets x £40	800.00	
Tools and Equipment		1500.00	
Photographics and Printing		300.00	
Education/Public Awareness		300.00	
Printing Final Report		600.00	

Transport and Travel Minibus xxxxxxx	6 miles x 5 days x 52 weeks @ 30p per mile	468.00	
Insurance Supervisor Car Travel xxxxxxx	38 miles x 52 weeks @ 49p per mile	968.24	
Audit Fees			
Postage/Stationery			
TOTALS		5436.24	

Put these totals in Finance Summary - item 6.

## Capital Costs

**Note - Local authorities please show prices excluding VAT**

Description	MSC Contribution £ p	Contribution by by Sponsor or other sources £ p
Contribution towards purchase of vehicle	635.76	
TOTALS	635.76	

**Put these totals in finance summary item 8**

# **Training Costs met by CP Budget**

Please complete this section where appropriate and show the total costs figures in the Finance Summary table items 2 and 7

Please show how training is to be funded (Local Authorities please show prices excluding VAT)

## **A Training Costs - if paid out of wages**

Details	£	p
First Aid )		
Induction )		
Job Search )	2558.40	
Skill Modules )		
Put this total in Finance Summary item 2 (This must not exceed £10 per participant week) TOTAL	2558.40	

## **B Training Costs - if paid out of operating costs (Local authorities please show prices excluding VAT)**

Details	£	p
Put this total in Finance Summary item 7 TOTAL	Nil	

## Finance Summary Table

To be completed from details on previous pages

1 Details	2 Project total cost		3 Amount to be funded by sponsor and other sources including project revenue (see table on page 16)		4 MSC contribution requested (col 2 - col 3)	
	£	p	£	p	£	p
1 Participants' gross wages	67117.44				67117.44	
2 Training (if paid out of wage allowance)	2558.40				2558.40	
3 Employers NI and superannuation for participant workers	4318.08				4318.08	
4 Gross wages or salaries of managers/supervisors	24102.01				24102.01	
5 Employers NI and superannuation for managers/supervisors	1557.92 2892.25				1557.92 2892.25	
6 Running Costs	5436.24				5436.24	
7 Training (if paid out of operating costs)	Nil				Nil	
8 Capital Expenditure	635.76				635.76	
9 GRAND TOTAL	108618.10				108618.10	
Contribution to the Administration/Running Costs - Core Unit					2728.00	
Only complete this if you are an independent sponsor					111346.10	
Cumulative monthly expenditure profile						

Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12

MSC Contribution

Other sources of income

TOTAL

To what address should the MSC send notification of any reimbursement

142 Lode Lane  
Solihull  
West Midlands  
B91 2HP

## PART 5

### Sponsors Declaration

All the information given in this form is, to the best of my knowledge, correct. I certify that in my opinion all Programme criteria have been satisfied.

Signature

*T Lewis*

Date

*20 May 1988*

Name (BLOCK letters)

T LEWIS

Position in Sponsors Organisation

ENTERPRISE MANAGER

# VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

## FOR OFFICIAL USE

Date received .....  
Project reference number .....

Name of Sponsor ..... Solihull MBC ..... Project Contact ..... Personnel Officer .....  
Business ..... Local Authority ..... Telephone No ..... 021-704-2612 ..... Ext .....  
Address of Project ..... Solihull Community Enterprise .....  
..... 142 Lode Lane .....  
..... Solihull .....  
..... West Midlands .....  
Post Code ..... B91 2HP ..... Job Location ..... Hobs Moat .....  
Job Title ..... Senior Supervisor ..... No. required ..... 1 ..... Duration ..... 52 weeks .....

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To be responsible for day to day running and control of an archaeological dig and landscape project. Production of monthly progress reports and quarterly update of strategy documents to plan and progress the work in accordance with the project work schedule.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

A good man manager and Site Supervisor, preferably with archaeological and landscape experience. Must be able to plan work, maintain discipline and motivate the teams. Must have a good knowledge of HASAW legislation.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Salary ..... £8754 per annum .....  
Applicant to see ..... Project Contact at above address .....

### FOR JOBCENTRE USE ONLY

Appt. Times .....  
Submission Arrangements .....

EC 2 SUPP

**VACANCY NOTIFICATION**

Please complete one form  
for each category of paid  
employee sought

**FOR OFFICIAL USE**

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC ..... Project Contact ..... Personnel Officer .....

Business ..... Local Authority ..... Telephone No ..... 021-704-2612 ..... Ext .....

Address of Project ..... Solihull Community Enterprise .....

..... 142 Lode Lane .....

..... Solihull .....

..... West Midlands .....

Post Code ..... B91 2HP ..... Job Location ..... Hobs Moat .....

Job Title ..... Supervisor - Archaeology ..... No. required ..... 1 ..... Duration ..... 52 weeks ...

**BRIEF JOB DESCRIPTION (Duties, Training, Conditions)**

The Supervisor will have direct control of teams of adult workers in specific areas of excavation within Hobs Moat. He/she will be responsible for the day to day management of site activities, continuous on site training and production of site reports.

**BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)**

Applicants must have a Degree in Archaeology or related subjects combined with practical experience of archaeological excavations and their supervision. A knowledge of medieval history and medieval archaeology and the practical aspects of archaeological excavation. Must have a good knowledge of HASAW legislation.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Salary ..... £7674 per annum

Applicant to see ..... Project Contact at above address .....

**FOR JOBCENTRE USE ONLY**

Appt. Times .....

Submission Arrangements .....

**EC 2 SUPP**

MF 2198/MSC RU/OCT 85



# VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

## FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC  
Project Contact ..... Personnel Officer  
Business ..... Local Authority  
Telephone No 021-704-2612..... Ext .....  
Address of Project ..... Solihull Community Enterprise  
142 Lode Lane  
.....  
Solihull  
.....  
West Midlands  
.....  
Post Code B91 2HP  
Job Location ..... Hobs Moat  
Job Title ..... Supervisor - Landscaping..... No. required ..... 1..... Duration ..... 52 weeks...

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To be responsible for general landscape work around the Hobs Moat  
Ancient Monument.

Must have a good knowledge of HASAW legislation.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Must be experienced in ground maintenance. Previous experience as  
a Supervisor would be beneficial. Must be able to maintain discipline  
and motivate the team.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Salary £7674 per annum  
Applicant to see ..... Project Contact at above address

### FOR JOBCENTRE USE ONLY

Appt. Times .....  
Submission Arrangements .....

EC 2 SUPP

**VACANCY NOTIFICATION**

Please complete one form  
for each category of paid  
employee sought

**FOR OFFICIAL USE**

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC ..... Project Contact ..... Personnel Officer .....  
Business ..... Local Authority ..... Telephone No ..... 021-704-2612 ..... Ext .....  
Address of Project ..... Solihull Community Enterprise .....  
..... 142 Lode Lane .....  
..... Solihull .....  
..... West Midlands .....  
Post Code ..... B91 2HP ..... Job Location ..... Hobs Moat .....  
Job Title ..... Leading Hand - Archaeology ..... No. required ..... 2 ..... Duration ..... 52 weeks .....

**BRIEF JOB DESCRIPTION (Duties, Training, Conditions)**

To assist the Supervisor in the direct control of teams of adult workers in specific areas of excavation within Hobs Moat. He/she will be required to assist in the day to day management of site activities, continuous on site training and production of site and technical reports.

**BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)**

Applicants must have a Degree in Archaeology or related subjects combined with practical experience of archaeological excavations in their supervision. A knowledge of medieval history and medieval archaeology and the practical aspects of archaeological excavation.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Wage ..... £2.91 per hour .....  
Applicant to see ..... Project Contact at above address .....

**FOR JOBCENTRE USE ONLY**

Appt. Times .....  
Submission Arrangements .....

EC 2 SUPP

# VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

## FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC ..... Project Contact ..... Personnel Officer .....  
Business ..... Local Authority ..... Telephone No ..... 021-704-2612 ..... Ext .....  
Address of Project ..... Solihull Community Enterprise .....  
..... 142 Lode Lane .....  
..... Solihull .....  
..... West Midlands .....  
..... B91 2HP .....  
Post Code ..... Hobs Moat .....  
Job Title ..... Leading Hand - Landscape ..... Job Location .....  
No. required ..... 2 ..... Duration ..... 52 weeks .....

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

To assist the Supervisor in the direct control of teams of adult workers.

He/she will be responsible for the day to day management of  
site activities, continuous on site training and production of site reports.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Must have experience of ditching, horticultural and landscape work and  
their supervision.

Age Range ..... 25 plus ..... Hours ..... 40 per week ..... Wage ..... £2.91 per hour .....

Applicant to see ..... Project Contact at above address .....

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP

**VACANCY NOTIFICATION**

Please complete one form  
for each category of paid  
employee sought

**FOR OFFICIAL USE**

Date received .....

Project reference number .....

Name of Sponsor Solihull MBC Project Contact Personnel Manager  
Business Local Authority Telephone No 021-704-2612 Ext .....  
Address of Project Solihull Community Enterprise  
142 Lode Lane  
Solihull  
West Midlands  
Post Code B91 2HP Job Location Hobs Moat  
Job Title Part-time - Landscape No. required 8 Duration 52 weeks

**BRIEF JOB DESCRIPTION (Duties, Training, Conditions)**

To carry out ditching, landscaping and horticultural work under supervision.

**BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)**

Previous experience is not essential. Must be capable of working under supervision in a team environment.

Age Range 18 plus Hours 20 per week Wage £2.5786 per hour

Applicant to see Project Contact at above address

**FOR JOBCENTRE USE ONLY**

Appt. Times .....

Submission Arrangements .....

**EC 2 SUPP**

MF 2198/MSC RU/OCT 85

# VACANCY NOTIFICATION

Please complete one form  
for each category of paid  
employee sought

## FOR OFFICIAL USE

Date received .....

Project reference number .....

Name of Sponsor ..... Solihull MBC ..... Project Contact ..... Personnel Officer .....

Business ..... Local Authority ..... Telephone No ..... 021-704-2612 ..... Ext ..... ..

Address of Project ..... Solihull Community Enterprise .....  
..... 142 Lode Lane .....  
..... Solihull .....  
..... West Midlands .....  
..... B91 2HP .....  
Post Code ..... Job Location ..... Hobs Moat .....  
Job Title ..... Part-time - Archaeology ..... No. required ..... 8 ..... Duration ..... 52 weeks ...

### BRIEF JOB DESCRIPTION (Duties, Training, Conditions)

Under supervision to assist in archaeological excavation.

### BRIEF WORKER SPECIFICATION (Skills, Experience, Personal qualities)

Previous experience not essential. Must be capable of working under supervision in a team environment.

Age Range ..... 18 plus ..... Hours ..... 20 per week ..... Wage ..... £2.5786 per hour

Applicant to see ..... Project Contact at above address .....

### FOR JOBCENTRE USE ONLY

Appt. Times .....

Submission Arrangements .....

EC 2 SUPP

# TRAINING

COMMISSION

Birmingham and Solihull Area Office  
Metropolitan House  
1 Hagley Road  
Birmingham  
B16 8TG  
Tel 021 456 1199

Mr T. Lewis  
Solihull Community Enterprise  
AGENCY  
142 Lodge Lane  
Solihull  
West Midlands  
B91 2HP



Your reference

Our reference

Date

23.7.88

PROJECT NAME : Hob's Moat Ancient Monument  
PROJECT NUMBER : X/504/1976/8

I am pleased to tell you that the MSC\* has approved the above-named project, with an authorisation to start on or after 15/8/88.....

When your project has actually started please complete the start and termination dates in the boxes on the tear-off slip below and return to me at the above address.

Enclosed are two copies of the agreement for signature. In order for the agreement to become effective we require you to sign and return both copies of the agreement to this office as soon as possible. (Please note that MSC\* funded employees cannot be authorised signatories to the agreement). The agreements will then be signed on behalf of the MSC\* and a copy will be returned for your retention.

If you have any queries please do not hesitate to contact me.

\* All references to MSC in Community Programme contract documents should now be taken to read as Training Commission.

Finance Supervisor

PROJECT NUMBER : X/504/1976/8

AGENCY NUMBER : P/504/1653/7

PROJECT NAME : Hob's Moat

AGENCY NAME : S.C.E.

Tear off to show the start and termination dates for the above project.

PROJECT START DATE :

15	AUG	88
----	-----	----

PROJECT TERMINATION DATE :

11	SEPT	88
----	------	----

# PROJECT AGREEMENT FOR AGENCIES

To Solihull Community

Enterprise

(Agent)

29 JUL 1988

Agency Reference Number

A S O H 1 6 5 3 7

Project Reference Number

X S O H 1 9 7 6 8

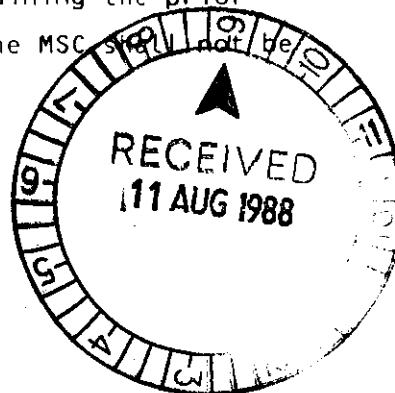
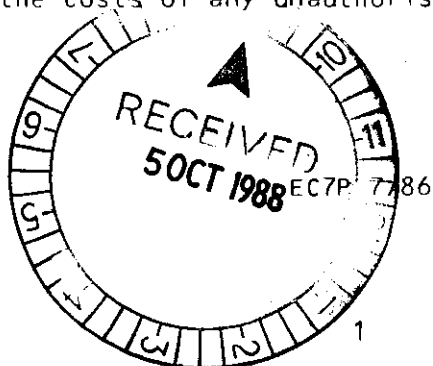
Year 1988 / 1989

1. I am pleased to tell you that the proposal for the Project Hobs.....  
Moat Ancient Monument.. (name of project) sponsored by Solihull.....  
Community Enterprise... (name of sponsor) of 142 Lode Lane,.....  
SMBC.....Solihull..... (address of sponsor) has  
 been authorised for financial and other support by the MSC under the  
 Community Programme.

2. This authorisation is on the understanding that the Project shall be  
 operated under the control of the Solihull Community..... (name of  
 Agency) Agency and is given under Enterprise Clause 8 of the Agency Agreement between  
 the MSC and yourselves dated 27.8.87..... relating to the Agency  
 ("the agency agreement"). In operating the Project you will therefore be  
 subject to all the requirements, terms and conditions of the agency  
 agreement. Your attention is drawn in particular to that Clause and to  
 Clause 11 (which relates to your responsibility for ensuring observance of  
 these matters by Sponsors).

## The Project

3. The work to be undertaken and the objectives to be achieved are  
 described in Annex 1 attached which forms part of this Project Agreement.  
 You shall ensure that only work authorised under this Agreement is carried  
 out. Should you wish to undertake work additional to that authorised by  
 this Project Agreement you shall be responsible for obtaining the prior  
 written approval of the MSC for the additional work. The MSC shall not be  
 liable to meet the costs of any unauthorised work.



8. This agreement may be terminated by either party giving the other not less than 4 weeks' notice in writing.

9. Either party may terminate this Project Agreement summarily in the case of:-

(a) breach of any of its terms by the other party; or

(b) breach of any term of the Agency Agreement by the other party in a matter relating to the carrying out of this Project, as an alternative to termination of the Agency Agreement and at the absolute discretion of the party thereby entitled to terminate.

#### Variation

10. The terms and conditions of this Project Agreement may only be varied by the mutual agreement of the parties in writing.

#### Acceptance

11. If you accept the terms and conditions specified in this Agreement, you are required to complete the 'Certificate of Acceptance' on the attached copy. Please try to ensure that it is returned to this office by ..... (one week after date below).



## Agency Reference Number

A	S	O	H	1	6	5	3	7
---	---	---	---	---	---	---	---	---

## Project Reference Number

X	S	O	H	1	9	7	6	8
---	---	---	---	---	---	---	---	---

The Project

1. Title of Project Hobs Moat Ancient Monument
2. Authorisation Date (earliest date on which project may begin) 15.8.88
3. Duration 52 weeks
4. Objectives to be achieved To preserve the monument and produce a pleasant amenity for the Community and possible tourist attraction
5. Specification of work to be done (continued on a separate sheet if necessary)

Continue restoration and preservation of Hobs Moat Ancient Monument by landscaping and archeological means.

Agency Reference Number

A S O H 1 6 5 3 7

Project Reference Number

X S O H 1 9 7 6 8

Personnel and Finance

1. The authorised number of workers to be employed shall be as follows:-

Managers and Supervisors: 3

Other Workers: 20

2. The posts for manager/s and supervisor/s authorised by MSC and the maximum amounts to be reimbursed by MSC for each post are as follows:

Title of post	Rate of pay per annum....		
	Gross Wages	Employer's NI	Employer's Superannuation
Sen. Supervisor	£8754.00	£663.52	£1050.48
Supervisor X 2	£15348.01	£959.92	£1841.77



# English Heritage

Historic Buildings & Monuments Commission for England

Room 308 Fortress House 23 Savile Row London W1X 2HE Telephone 01-734 6010 ext 432

Telex: 892091 HBMCFHG Fax: 01-434 1799

Mr T Lewis  
Agency Manager  
Solihull Enterprise Agency  
142 Lode Lane  
Solihull  
West Midlands  
B91 2HP

Your reference

Our reference AA 90856/2 Pt 3

Date 11 November 1988

Dear Mr Lewis

HOBS MOAT, OLTON, SOLIHULL, WEST MIDLANDS 32

I am writing with reference to the archaeological project which has been carried out at the above scheduled ancient monument.

I understand that Mr Debney spoke to our inspector, Dr Streeten, during the summer regarding the second interim report. I would be grateful if you could send us a copy of this report in due course.

Yours sincerely

*Jonathan Dean.*

J DEAN  
Ancient Monuments Division (Midlands)



# SOLIHULL COMMUNITY ENTERPRISE

## MONTHLY REPORT

Month Ending August 31st, '88 Project Hobs Moat

Participants: Afro Caribbean M      F 1                      Caucasian    M 37 F 9  
Asian                      M      F                           Disabled        M 2 F     

### *Disciplinary Matters*

Summarily Dismissed 1                      Final Warning Letters     

First Warning Letters                           Verbal Warnings 1

### *Project Progress (refer to EC2 (86) for the project)*

#### Archaeology

An amelioration of the weather experienced during July allowed final works to be started on HM5 during the month. However, the loss of all four of the archaeological supervisors at the same time was difficult to sustain. As things appear presently the trench will be finished during September.

#### Landscaping

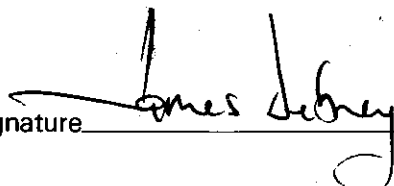
The traditional lack of interest in this aspect of the project by the borough remained manifest during the month. No further materials appeared to top dress the path along the northern perimeter of the monument and, consequently, this retains an appearance of being simply unconsolidated 'aggregate'. Nevertheless, Difficulties experienced if officers are happy with it.....

With the Community Programme, none.

### *General Comments*

The statistical figures at the head of this report mask the great loss of employees presently. During the month 5 persons obtained work, 6 persons were transferred and 1 person's contract expired. By the end of September the project will have attained its new establishment of 23 employees/trainees.

Site/Placement Supervisor Signature



Date August 31st, 1988



# SOLIHULL COMMUNITY ENTERPRISE

## MONTHLY REPORT

Month Ending 30. 9. 88 Project Hobs Moat

Participants: Afro Caribbean M      F 1 Caucasian M 27 F 8  
Asian M      F      Disabled M 3 F     

### *Disciplinary Matters*

Summarily Dismissed                                  Final Warning Letters                                 

First Warning Letters                                  Verbal Warnings                                 

*Project Progress* (refer to EC2 (86) for the project)

### Landscaping

With the ending of the project under the Community Programme and the changeover over a period to ET, the project has residual works to undertake - some site conservation, path improvement. These works were pursued during the month as the opportunity arose. Principally at this stage the team has been concerned with conservation.

### Archaeology

Ditto for the Archaeology team. The trench HM5 is not yet fully excavated - and has become complicated by the discovery of unexpected features. The team is looking at these at the moment.

Difficulties experienced  
Shortage of employees.

### General Comments

During the month 10 employees left owing to contract expiry, 1 left having gained employment, 1 left for further education, and 1 transferred to ET status at a location elsewhere.

Site/Placement Supervisor Signature James Storey Date October 3rd, 1988

HOBBS MOAT ARCHAEOLOGICAL PROJECT

THEFT OF PHOTOGRAPHIC CAMERA

On Thursday July 2nd, 1987, Archaeological Supervisor Sean Steadman was photographing an excavated area when he noticed that one of the site's three Olympus OM20 cameras was not in the site's camera canvas holdall. He commented on this to full-time employee Terry Head who replied that he knew of no reason why this should be, adding that he knew that all three had been present at the close of work the previous afternoon because I, James Debney, had checked them at about 5 p.m. The time when the camera was noted as missing was about 2p.m.

An enquiry was undertaken but no knowledge could be gained about the missing camera. It was our certain knowledge that the camera had been locked up in the metal cabinet in the site office the previous day at 5 p.m. By 2 p.m. the following afternoon it could not be located. Between times the site office had been locked until 8.30 a.m. and then attended at all times until Sean Steadman noticed the camera was missing.

We contemplated the possibility that the theft was an opportunistic occurrence, but nobody could recollect unauthorised persons as having been in the office or in the vicinity of the cabinet. Mr Steadman also observed that when he took the camera holdall up on to the site it was zipped up; this did not seem to indicate a chance theft having occurred while the attention of the person in charge of the office was momentarily distracted.

In the circumstances the facts were reported to the Agency and then, as a result of advice from Joe Warren, to the Police. They took details of the occurrence and the camera is on their list of stolen property.

I told my supervisors to let it be known that the Agency is willing to pay a reward for information leading to the recovery of the stolen camera and for the prosecution of the thief. I understand this to be Agency policy.

The body number of the camera is 1321993, and the lens number is 297521.

As a result of the theft further security precautions have been initiated on the site, including a tighter control on the issue and possession of keys. Valuable objects will not from now on be left in the office overnight, and will instead be transferred to the secure store at 142, Lode Lane. These will include the cameras, the strimmer, the dumpy level and the theodolite.

James Debney,

July 8th, 1987.

## HOBBS MOAT ARCHAEOLOGICAL PROJECT

### THEFT OF PHOTOGRAPHIC CAMERA

On Monday July 27th, 1987, the project's cameras were collected from 142 Lode Lane by myself James Debney. As I picked the camera case up I made a mental note that it seemed lightweight but I did not look inside it. I took it and its contents straight to the site office where it remained until required for use by Archaeological Supervisor John Mc Ilwaine

The time when I picked the case up was mid-morning. It never then left my sight except for a short period when I went to lunch. At this time it was locked in the office steel cabinet to which only I and J. Mc Ilwaine presently have a key.

When Mr Mc Ilwaine opened the case in early afternoon he found that an Olympus OM20 was missing. A further search showed also that the flash gun, normally kept separately, was missing ( exceptionally, it had been transferred to the case the previous week ). Finally we noted that the 50 m.m. lens had also been removed from the case.

This extraordinary occurrence could not be accounted for in any conceivable way, and so we examined the office procedures and attendance in great detail, paying particular attention to the known locations of the camera case over the preceding week. As a result we were able to say:

1. that the cameras had definitely been in the office on the previous Thursday, July 23rd, when they were physically inspected by supervisor R. Frampton
2. that the office had been unattended by our usual personnel during much of Thursday, when, however, the cameras were certainly locked in the metal cabinet
3. that a ( third ) key to the metal cabinet is missing and went missing the previous Wednesday, July 22nd, when a bunch of keys could not be accounted for. We now believe this to have been stolen.

All our efforts have failed to discover anything further about this theft, but we believe that the photographic equipment was stolen on the Thursday before I returned the camera case to 142 Lode Lane the same day. (It did not leave the store until I collected it on Monday.) We are certain that we have a dedicated opportunistic thief among the site's personnel.

The serial number of the missing camera was 1253492 and that of the missing ZUIKO lens was 5044809.

James Debney,

Senior Supervisor,  
July 29th, 1987.

A PROPOSAL FOR  
AN EDUCATIONAL PACKAGE  
AT HOBS MOAT ANCIENT MONUMENT

Adrian Cox B.Sc.



CONTENTS:

1. Introduction
2. Presenting Hobs Moat to Children
3. A Tour of the Site
4. Additional Activities
5. Factsheet for Teachers
6. Resources and Costings.

## INTRODUCTION:

The archaeological investigations at Hobs Moat have generated a considerable amount of public interest within the Borough of Solihull, and have increased the awareness generally of the value of such an important site to the urban community. As the origins and history of the earthwork reveal themselves to the archaeological team, an opportunity exists to stimulate increased interest in the history of the Borough as a whole, and to instil a greater sense of pride in the local community.

It is partly the earthwork's urban setting which gives it an almost unique educational value. It is readily accessible to the general public and to visits by groups of local schoolchildren, and it is a striking visual reminder of an historical landscape now rapidly disappearing under tarmac and concrete. It provides the opportunity to present the children of Solihull with a living history of their own Borough, thereby aiding their understanding of their surroundings.

Groups of children from local primary schools have already visited the site during the winter months, and the potential clearly exists for a regular programme of school visits. It would also be possible for members of the archaeological team to visit schools, thus increasing the range of educational activities possible. This proposal for an educational package is intended as a guide to the range of activities which can be organised, and it contains an inherent flexibility so that it can be altered in the light of schoolteachers' requirements. It is proposed that a letter be sent to local schools and youth clubs, inviting comments on this range of activities.

## PRESENTING HOBBS MOAT TO CHILDREN:

It is envisaged that groups of children could spend between one and two hours at Hobs Moat in pre-arranged visits, and that the first half of this period would be covered by an introductory talk, held in the nearby church hall. Many aspects of the site would be introduced to the children in this talk, which would be pitched at a level appropriate to the age group concerned. It will be important to make it interesting as well as informative, and to this end a wealth of visual imagery would be used, in the form of a considerable collection of photographic slides. At all stages the children

would be encouraged to ask questions and to get involved in the proceedings.

The talk would cover the following topics (open to variations in emphasis, should teachers require them):

(i) The Mediaeval Background to the Site:

An attempt would be made to explain the origins of Hobs Moat, with emphasis on the way in which people lived and worked in the Mediaeval period. The questions when?, why? and who? can be answered in this section, in uncomplicated terms. Since this year is the 900th anniversary of Domesday, a little time could be devoted to explaining the events of 1086 and their relevance to society.

(ii) The Site Through History:

In this section the children would learn of the historical references to Hobs Moat, and of its probable role in the foundation of modern Solihull. They could also be shown how the present-day landscape has evolved through time, and how the earthwork has become something of an enigma in modern times. Their attention would be drawn to the need to preserve the monument for future generations, and this would prepare them for an introduction to archaeology.

(iii) Archaeology: How It Works:

This would be a very brief introduction to archaeological practise, showing how archaeology can uncover information that might otherwise be lost forever. A few examples from other sites could be used to illustrate the point, without confusing the issue.

(iv) The Excavation of Hobs Moat:

Again briefly, in this section the children would be shown the results of archaeological work so far. This section and the next would lead up to a tour of the site (weather permitting).

(v) The Ecology of the Site:

Hobs Moat not only has an historical value, but also forms an important link with nature in its predominantly urban setting. Interesting fauna and flora abound on the site, and a section of the introductory talk would be devoted to this aspect of the earthwork.

## A TOUR OF THE SITE:

Seeing the site at first hand will be an important part of the children's visit, and will demonstrate to them that an historical monument can form a living part of the landscape, rather than just gracing the pages of a text book. It is hoped that some information concerning the site's fauna and flora will be placed in convenient positions around the earthwork in the form of outdoor display boards (or similar devices), to help give a structure to the guided tour of the site. Some of the archaeological finds will be on display in the church hall for the children to look at, a card being placed with each find to explain what it is.

## ADDITIONAL ACTIVITIES:

According to teachers' requirements, a programme of additional activities could be organised after the site tour (or to replace it, in inclement weather conditions), again making use of the church hall. Three main activities are proposed here, but at all times a flexible approach can be adopted and suggestions as to alternative activities will be welcomed. It is envisaged that these activities could also be conducted in the classroom should the situation be reversed and the archaeological team visit the schools.

### (i) Drawing:

A set of suitably mounted drawings and photographs could be compiled (enough to cater for a large group of children), covering aspects of life in Mediaeval times and aspects of the history and ecology of Hobs Moat. The children could be invited to choose one of these and to copy it onto a sheet of paper, in a medium appropriate to their age group. In addition, a supply of cardboard templates would be available so that some children could make their own sword cut-outs, plough cut-outs, etc.

### (iii) Clay Modelling:

A supply of quick-drying modelling clay could be kept at the site for use in school visits. With this the children could make replicas of Mediaeval cups and vases, using cocktail sticks to create incised decoration.

The aim of this exercise would be to give the children the opportunity to learn about an aspect of Mediaeval life through first-hand experience. Some schools may have access to a kiln for firing this pottery, in which case it can perhaps be painted and varnished, and kept as a memento of the Hobs Moat visit.

(iv) Mediaeval Writing:

It is envisaged that some form of Mediaeval document could be devised, so that children would be able to make their own copy or to produce something similar. This might be used to form an appropriate connection with Domesday, or to introduce the subject of tithe surveys or Old English script. Children often gain a better understanding of a particular subject if they are actively involved in this way.

FACTSHEET FOR TEACHERS:

It would be possible to produce a brief 'factsheet' about Hobs Moat and to provide visiting teachers with a copy. This could contain suggestions for follow-up work, and possibly a 'quiz' for the children to complete. A visit to Hobs Moat could provide the initial stimulus for a variety of local and natural history projects in schools, or could simply form a valuable supplement to work that the children have already covered.

## RESOURCES AND COSTINGS:

It is envisaged that the following resources will be required in order to implement the above proposal in its present form:

Resource	Estimated cost
Slide projector and screen	£ 75.00
Photographic film (slides), 2 rolls	£ 12.00
Photographic film (prints), 1 roll plus developing costs	£ 6.00
Cardboard for photo mounts and templates	£ 2.50
Wax crayons	£ 7.00
Coloured pencils	£ 7.00
Pencils (ordinary)	£ 5.00
Self-adhesive covering film (for photo mounts)	£ 2.50
Quick-drying clay (initial supply)	£ 10.00
Cocktail sticks	£ 0.50
Paper (initial supply)	£ 12.00
ESTIMATED TOTAL COST	£139.50.

Adrian Cox B.Sc.

# METROPOLITAN BOROUGH OF SOLIHULL

## MEMORANDUM

To Deputy Director of Education  
Mr.N.Richie, Tech.Services  
Dr.D.C.Woods  
Mr.N.Davies

REF.

From D.R.Smith, Senior Education & Training Officer

REF. DRS/CP

*also present:*

Date 28th November, 1985

*Mr Wilkes*

*Dep Dr Dawson*

*Hewson*

Hobs Moat Dig

In confirmation of the arrangements made on 27th November, the site visit has been arranged to the Hobs Moat Dig at 10.30 a.m. on Tuesday, 3rd December, 1985; to assemble at St.Mary's Church, Hobs Moat. Wellingtons will probably be appropriate.

*D.E.S.*

Copy: Mr.T.Lewis ✓



# HOBS MOAT ARCHAEOLOGICAL DIG

Notes of a meeting held on Thursday 4th September 1986

The current position is that the M.S.C. are prepared to extend their involvement for a further twelve months. English Heritage are prepared to give consent to extend the permit for a further 12 months.

We will obtain any necessary agreement from the Public Works Committee.

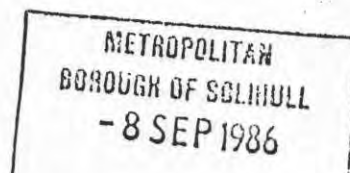
I have discussed the matter with the Directors of Education and Technical Services, the Chief Librarian and David Smith, to explore future prospects after the two-year period. We all believe that the significance of the site to the Borough from the local interest and history point of view is greater than its archeological significance.

It is clearly important to decide on how the site, its historical significance and its archeological finds are to be exhibited. We have agreed that this will be the subject of a further report factually projecting the future of the site beyond the two years of the Dig (three years if further extension is granted). This report will go in October/November and will talk about the possibilities of a purpose built display building on site or some centrally organised display as an alternative. Either way it will ensure that the necessary conditions for retaining the archaeological finds are complied with. A purpose built display building on site would not be an expensive structure but would be of timber construction and of a design sympathetic to the location. It could well be built through the Community Programme and partly financed by the M.S.C.

In the interim, Mr Smith is finding Community Programme funding for a temporary - as far as possible vandal proof - site hut which will serve two purposes. It will provide necessary accommodation for the staff and equipment but also house our exhibition. Once we have it and have planning permission for its use for exhibition purposes the public can be invited to the site, and I hope they will show their interest in it. The temporary use, therefore, will be an early preliminary to a more permanent provision.

JS/SJE

4th September 1986





All communications should be addressed to the  
Head of Department and not to individuals



# Solihull

## METROPOLITAN BOROUGH COUNCIL

TECHNICAL SERVICES DEPARTMENT

R.G.BROWN B.A.,C.Eng.,F.I.C.E.,F.I.H.T.,M.R.T.P.I.  
DIRECTOR OF TECHNICAL SERVICES

P.O.Box 19 Council House  
Solihull West Midlands B91 3QT  
Telephone 021-704 6000

Telex 946240 CW EASY G 19022055

Mr J Payne  
Solihull Enterprise Agency  
142 Lode Lane  
SOLIHULL

Your reference

Please quote our reference

PCD/BMW

29 July 1987

Dear Mr Payne

Hobs Moat Archaeological Dig - Proposed Field Study Centre

I have to confirm that my Council has agreed to meet the costs of up to  
£15,000 for materials to be used for the construction of a proposed Field  
Study Centre at Hobs Moat.

Yours sincerely

Director of Technical Services

PCD/  
TL/LAB/929C

19 March 1987

Director of Technical Services  
PO Box 19  
Council House  
Solihull  
West Midlands  
B91 3QT

Dear Sir

Please find attached outline drawing for consideration as the permanent museum and educational facility for the Hobs Moat project.

It is intended, subject to your approval and costing, to seek MSC funding for the construction of the building as a Community Programme project.

It is assumed that the building will be sited on or about the proposed site of the temporary accommodation that is to say at Location 'C' fronting Hobs Moat Road. No vehicular access is being considered at this early design stage.

We also advise that planning approval has been received for the temporary site accommodation at Hobs Moat and we are able, subject to availability of funds for the ground works, to make a start at April 1 with an intended completion date of April 30.

We refer you to our previous letter on temporary site accommodation of 4 November 1986 where we established the overall costs of ground works and accommodation of £15,000.

We look forward to your authority to proceed with the ground works.

Yours faithfully

T Lewis  
Agency Manager

TL/LAB/927C

18 March 1987

Acting Director of Education  
Council House  
Solihull  
West Midlands

Dear Mr Sweet

Hobs Moat Ancient Monument

Please find attached outline design for a permanent museum and studies centre for the above project.

It is intended, subject to your approval and costing, to apply to MSC to fund the construction of the building as a community programme project.

It is assumed that the building will be sited on or about the proposed site of the temporary site accommodation, that is to say at location 'C' fronting Hobs Moat Road. No vehicular access is being considered at this early design stage.

We understand that a public meeting is to be convened for mid-April to appraise the public of progress to date and plans for the future. You may consider that this would be an opportune time to exhibit the outline drawing as a focal point for local interest in the project.

Yours sincerely

T Lewis  
Agency Manager

~~c.c. P Dawson, Deputy Director, Technical Services.~~ ✓

# METROPOLITAN BOROUGH OF SOLIHULL

MICHAEL SWEET, MA, M.Ed.  
ACTING DIRECTOR OF EDUCATION



P.O. BOX No. 20  
COUNCIL HOUSE  
SOLIHULL  
WEST MIDLANDS B91 3QU

All communications should be addressed to the  
Head of Department and not to individuals  
Please quote Reference

Your Ref. TL/LAB/927C

Our Ref. AD/MJR

TEL. 021-704 6000  
Direct dialling  
021-704 6672/6674

20 March 1987

Dear Mr Lewis

Hobs Moat Ancient Monument

Development of Permanent Museum and Studies Centre

Thank you for your letter of 18 March in connection with the development of a permanent museum and studies centre for the Hobs Moat Ancient Monument project.

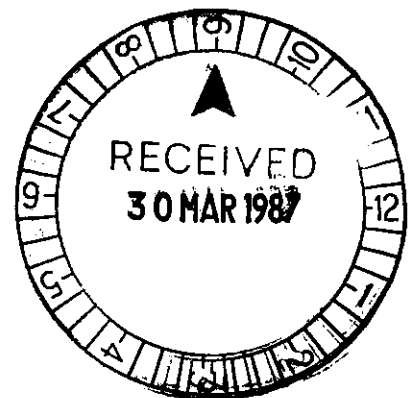
The matter was reported at Education Committee on Wednesday last when the Chairman, Councillor G Wright, issued a Press statement saying that the MSC would fund the construction of the building as a Community Programme project, with the Authority funding the materials. It was also announced that a public meeting would be held in mid-April to keep the public and local residents informed of progress and plans. In this connection, I think it would be more appropriate to display your plan at that meeting.

I am asking the Director of Technical Services to look at your proposals for a building and will let you have a note of his comments and recommendations as soon as possible.

Yours sincerely

Acting Director of Education

Mr T Lewis  
Agency Manager  
Solihull Enterprise Agency  
142 Lode Lane  
SOLIHULL  
B91 2HP



MEMORANDUM

To: Director of Education

Ref:

From: C K Gilleard SETO

Ref: SCE/TL/LAB/1227C

cc J.W. Payne

Date: 1 October 1987

PROPOSED FIELD STUDIES CENTRE - HOBBS MOAT

Solihull Community Enterprise have now received a preliminary quotation from Pinelogs Products Limited for the supply and erection of a timber building shell in accordance with discussions with Technical Services Department and the design proposal submitted to you on 18 March 1987. Please find attached quotation.

In view of recent local objections and adverse publicity over the temporary site accommodation you may consider it prudent to seek planning approval for the proposed permanent structure.

In this context I attach five copies of the drawing for Technical Services to make planning application. Although some details need to be discussed with Pinelog Products the plans are sufficiently detailed for a planning application.

If planning approval is obtained I suggest that Pinelog Products supply and erect the entire building shell including the Planja roof system. This would leave base and internal work to be completed by others in a secure environment. Solihull Community Enterprise would seek to achieve this as a Community Programme project.

I suggest you discuss the foregoing with the Director of Technical Services and advise me of your decision. Meanwhile I will have prepared a project submission for MSC.

Encs

meeting 3 Dec.

Mr Hurley Mr Corrigan Mr Davies TZ JP  
resolved that matter be left with Tech Services.

*Robin Hurley* *CVG* *195A H14*  
METROPOLITAN BOROUGH OF SOLIHULL  
MEMORANDUM *Plan* *Garth's letters*

To THE DIRECTOR OF EDUCATION *discuss with me* *17* *11* *25710* *Attached*

From THE DIRECTOR OF TECHNICAL SERVICES

Date 21 October 1987

Proposed Field Study Centre Hobs Moat

I refer to your memo dated 14 October 1987 concerning the above.

The Solihull Enterprise Agency normally submits planning applications on its own behalf, and I consider that this would be the appropriate procedure in this instance.

With regard to the design of the proposed building, you may be aware that there has been a considerable amount of local concern about the appearance, and indeed the very presence, of the temporary buildings currently erected at Hobs Moat. I had anticipated that the permanent Field Study Centre would be more in the nature of a "prestige" building, and I must confess to some disappointment at the rather uninspired timber building which the Enterprise Agency appears to wish to erect.

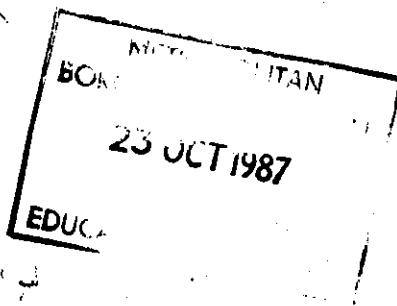
Whilst I appreciate the financial constraints under which the Enterprise Agency operates, I feel that some further consideration should be given to the design of the Field Study Centre as the present scheme may not commend itself to the Planning Committee.

Should you wish to discuss this matter further, please contact my Assistant Mr Culligan on ext.6378.

*Principal Area Planning Officer*

*Harvey*

*Mr Culligan is quite happy to meet. Would want to include Robin Hurley the architect who was originally involved. I said you could be in touch to arrange the meeting.*



*Col*

MEMORANDUM

To: Director of Technical Services

Ref: JC/DCA

From: Director of Education

Our Ref: TL/LAB/SCE/1268C

Date: 11 December 1987

HOBS MOAT ANCIENT MONUMENT

Your memorandum of October 21 refers.

I am concerned at the implication that no prestige type building was considered as a permanent feature of the site by my Department.

On 19 March 1987 plans were submitted to you of a building which Mr Dawson considered to be too expensive.

As a result of this opinion, Mr Payne of Solihull Community Enterprise visited two buildings recommended by Mr Dawson as being the type of building envisaged by your Department as appropriate to the site. One building was the Boathouse at Smiths Wood and the other at Sutton Park. On each occasion Mr Payne was accompanied by your Mr R Hurley, Conservation Architect.

The opinion of Mr Payne at the time was that both examples resembled scout huts rather than a Study Centre.

My Enterprise Manager subsequently submitted drawings to you for a more modest structure based on timber buildings designed by Pinelogs Products Limited.

This later submission is now the subject of criticism by your Principle Area Planning Officer and appear to be the result of a complete lack of communication in your Department.

I shall be obliged if you will now refer to the original design submitted to you and submit appropriate applications for Planning and Building Regulations approval.

# SOLIHULL COMMUNITY ENTERPRISE

## MEMORANDUM

**To** Director of Education

**REF.**

**From** T Lewis, Manager Solihull Community Enterprise

**REF.** TL/LAB/1347C

**Date** 18 March 1988

### THE HOBBS MOAT COMMUNITY PROGRAMME PROJECT 1985-1988

I draw your urgent attention to two problems affecting the development of the project and their consequences.

When the project began in 1985 there were four main aims which formed the basis of contract with the MSC.

- 1 To conserve the monument as a benefit to the community.
- 2 To create work for the long term unemployed.
- 3 To develop an amenity in the neighbourhood through archaeological and historical research.
- 4 To understand and record the history of the site.

Paramount among these aims was the preservation of the earthwork, but, such were the nature of the difficulties on the site, all four were seen as interlinked and complementary, all contributing to a strategy to ensure the survival of the monument.

As things have developed, the strategy has been largely successful and, measured by any standard, the project has made substantial gains for the monument. However, there are two areas where there is a degree of dissatisfaction and concern on which a note of qualification must be made. Both these areas are outside the control of the Community Programme Project Management.

The first concerns the overall management policy for the site by SMBC. There is an urgent need for the landowner, SMBC, to formulate a policy to help build on the gains made since 1985. The life of the MSC Community Programme Project must be seen as strictly limited and may not extend beyond August 1988. Two questions which need to be addressed are, 'what will happen to the site after the end of the MSC funded project,' and, 'what attempt should be made now to establish the ground rules for the future'.

Such questions cannot be considered by the MSC funded Project Management because, in the nature of things, such decisions cannot be taken for the landowner. It seems at present that when the Community Programme Project ends work will simply cease, the fences will be removed and the problems which were there before the project came into being, and which caused the condition of the monument in the first place, will be allowed to become re-established.



If this should be so then the outcome is predictable:

- 1 Bike-riding will soon become restored to the earthwork, up and down the ramparts, and this will lead to -
- 2 A progressive deterioration of the groundcover on the earthwork, which will lead to -
- 3 Destructive erosion.

Within a very short space of time, at most five years, the topsoil will be stripped away from the ramparts. The tanalised boards will be exposed, and the site will be returned to the condition it was in in 1984. This will not be to the credit of a responsible local authority. It will certainly not appear an intelligent or hoped for outcome to all the resources and efforts expended on the monument by Community Programme Project funded by the taxpayer.

The second source of dissatisfaction concerns the manner in which the conserved ramparts have been re-vegetated. In order for the boarding/topsoiling programme to be successful it is, in our view, essential that groundcover be established on imported topsoil. The obvious way to achieve this is by grass seeding since Hobs Moat is an intensely 'woodland' environment, with restricted light at ground level. Unfortunately in most of the areas covered to date Technical Services have chosen turf as the preferred covering medium. Whether this is for reasons of economy or lack of appreciation of the problem is hard to discern. It is the opinion of the Senior Archaeologist on the project that the decision is perverse and wrong, for the simple reason that the turf laid belongs to an open meadowland environment and not a tree canopied environment.

Everywhere the consequences of this disregard of the needs of the site can be seen. The turf laid is already dying back and being replaced by other faunal species, which generally, in this low light environment, means moss.

The effect is most marked on northern and western facing slopes, as would be expected. Over the whole earthwork the deterioration effect will manifest itself in due course. The effect of the dieback is predictable and potentially very serious.

The Senior Archaeologist, Mr James Debney, has discussed this difficulty with Borough Officers but, as with the observation regarding the general management of the site in future, no satisfactory answer has been given. It is for this reason I consider it imperative that these observations be put in writing in the hope of stimulating useful discussion for the well being of this historic site.

It is intended to establish the principle that the earthwork must not be allowed to deteriorate once again and to reach the most regrettable condition which existed before the Community Programme Project was established to rescue it from its sad state. Such a thing should not happen to a Scheduled Ancient Monument in Solihull.

My concern also is that if the foregoing warnings are ignored and the monument does revert to its former dilapidated state that blame does not attach to the Community Programme Management and site supervision for a situation which is beyond their control.

Should SMBC wish to continue the project beyond August 1988 it will be necessary for me to give assurances to the MSC that after the project has been completed the local authority will maintain and preserve the monument and its environs. Without some statement of intent from Technical Services Department I am not able to give such assurances.

I shall be obliged if you will use your good offices to arrange for the future of the Hobs Moat monument to be discussed at the highest level. If you consider it appropriate I can arrange for the Senior Archaeologist, James Debney, to give a presentation to the Committee concerned.

MEMORANDUM

To: Director of Technical Services

Your Ref:

From: Director of Education

Our Ref: SCE/TL/LAB/1389C

Date: 29 April 1988

---

HOBBS MOAT ANCIENT MONUMENT

I refer to the recent visit to the site of your Deputy Director and the discussions on the future of the site after MSC funding ceases with the Senior Archaeologist Mr Debney.

The provision of Chestnut fencing by Technical Services to be maintained by SMBC personnel on a regular basis is not considered to be a satisfactory answer to the problem.

Over the week-end of April 23/24, the first since the fencing installation was extended to cover the whole of the monument, the fence was pulled down in twenty places resulting in a series of incidents which have been reported to the police.

This, clearly, is not a satisfactory outcome to the experiment and must be regarded as an indicator of future behaviour on the site.

Copy - Tom Lewis

25  
C/G  
1

DEPUTY DIRECTOR OF TECHNICAL SERVICES

DEPUTY DIRECTOR OF EDUCATION

DD/MJR

1 November 1988

Hobs Moat

I promised to let you have a note of the Education Department's views for your meeting on Thursday.

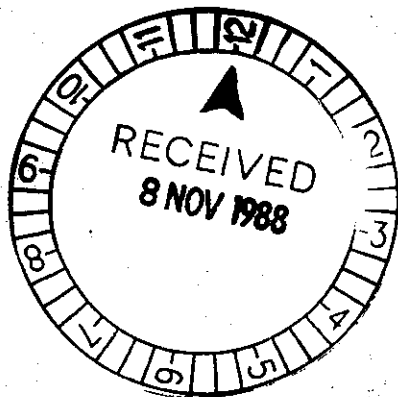
We are all in agreement that the action proposed to date - a model and exhibition of artefacts to be on permanent show - is the right one. Hobs Moat Library and/or the Central Library would appear to be obvious venues, and if the exhibition is mobile enough to tour local schools, then so much the better.

The long-term future of the site is much more problematic. Carl Gilleard is concerned that having spent so much time and effort (and money) on re-establishing the site, it would be a shame if it were allowed to disintegrate again. The only way to stop vandalism, especially BMX cyclists, would appear to be a strong and secure perimeter fence. Though how this is compatible with public access, none of us is sure. Information for the public could perhaps be provided on laminated notice boards/signposts so that the public could wander about (having once gained access) themselves. The jargon is "self-interpretation".

We are also in agreement that there is really little attraction at the site for schools. It would appear, however, that we shall be committed to some sort of centre/classroom on site, although there is no money in the education budget to provide for this. If it has to happen, however, Doug Sharp, our Inspector for Humanities, has promised to make work sheets/project materials available for school visits. These could be collected either from the Council House in advance, from Hobs Moat Library, or wherever.

I hope you will find these notes helpful.

2



TL/LAB/1564C

29 November 1988

D Nixon Esq  
Education Department  
Solihull Metropolitan Borough Council  
Council House  
Solihull  
West Midlands

Dear David

Further to your telephone request for details of the Hobs Moat Archaeological project's proposed permanent building I attach for your information and guidance various memoranda which have been exchanged since 1985 when the possibility of such a building, constructed as a Community Programme project, was first mooted.

You will be interested to learn that since the start of the project to August end 1988 £759311 of taxpayers money has been poured into the project. The Council contribution in the same period has been approximately £24500.

Yours sincerely

T Lewis  
Enterprise Manager

29 November 1988

Tom Lewis  
Solihull Community Enterprise  
For information

JOINT REPORT OF THE DIRECTOR OF EDUCATION, DIRECTOR OF FINANCE  
AND CHIEF LIBRARIAN AND ARTS OFFICER

29.11.88

HOBBS MOAT ANCIENT MONUMENTPurpose of Report

1. To report further on the future of the Hobbs Moat site.

Background

2. At the meeting of the Education Sub-Committee held on 31st August, 1988, Members received a report on the work which was taking place on the Hobbs Moat site and resolved that a further detailed report be prepared on the future of the site.

3. Discussions have now taken place between officers of the relevant Departments and a meeting was held on 10th November at which the three Ward Councillors were present.

Matters for Consideration

4. The Ward Councillors stated their support for the resolution of the Education Sub-Committee for the setting up of a Hobbs Moat exhibition at the Central Library and a smaller mobile exhibition. It is intended that the best of the artefacts found will be displayed, together with the archaeologist's report and supporting documents, while the remaining finds will be stored in the Central Library.

5. The exhibition will also comprise three models, which have now been commissioned :

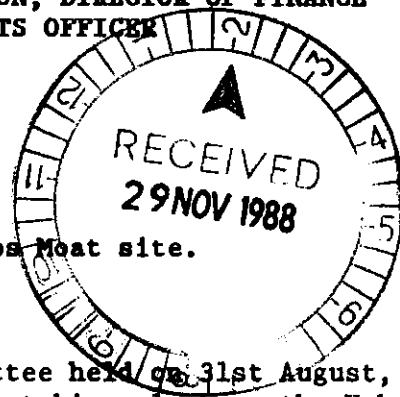
- (a) a contour model of the present site;
- (b) a physical model, including building(s), of the site as it might have been; and
- (c) an exploded model of a house of the period.

Short-term future

6. It was felt that access to the site should be unrestricted (i.e. no perimeter fence should be erected) as this forms a valuable asset to the local community, but that damage to the site should be minimised by the location of tree trunks in the moat to deter BMX cyclists.

7. It is proposed that conservation of the site should continue and that consideration should be given to the erection of laminated notice boards/signposts to provide a self-interpretative tour of the site.

8. It has been suggested that a study centre could be located at the site to provide a base for visiting groups. This centre would comprise a 10m X 4m log-walled cabin, with entrance corridor and toilets.



### Longer-term future

9. The Ward Councillors felt that the site had considerable potential and that thought should be given to creating a tourist attraction along the lines of the Jorvik Museum in York. It was suggested that various possibilities, including that of further appropriate archaeological work, could be explored as part of the feasibility study planned for the next financial year on a museum service for Solihull.

### Financial Considerations

10. The capital cost of purchasing the log-walled cabin and locating it on site is estimated to be £28,000 and would be incurred in 1989/90.

The revenue costs are analysed as follows:-

	1988/89 £	Full Year £
Construction of models, display cases signs etc	9,000	-
Introducing tree trunks to moat	2,000	
Running costs of cabin (including caretaking and cleaning)	-	4,000
Debt Charges	-	3,000
	<u>11,000</u>	<u>7,000</u>

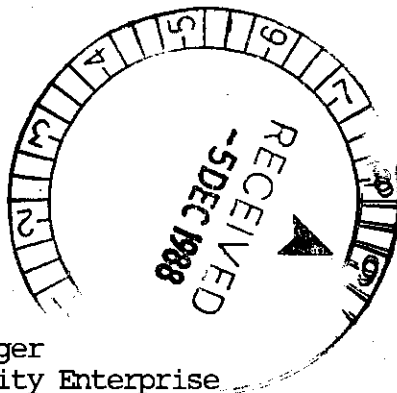
11. There is no provision in either the capital programme or revenue estimates to finance this project. If the scheme is to proceed therefore it will be necessary to either identify virement within both the capital programme and revenue estimates or to obtain additional resources.

### Background Papers

12. Minutes of the Education Sub-Committee held on 31st August. Notes of the meeting with Ward Councillors held on 10th November.

### Recommendations

The Committee is requested to determine the short-term and longer-term future of the Hobs Moat site.



# Solihull

## METROPOLITAN BOROUGH COUNCIL

### EDUCATION DEPARTMENT

MICHAEL SWEET M.A. M.Ed.  
DIRECTOR OF EDUCATION

P.O.Box 20 Council House  
Solihull West Midlands B91 3QU  
Tel. 021-704 6000 Fax 021-704 6114

Please ask for Deputy Director

Mr T Lewis  
Enterprise Manager  
Solihull Community Enterprise  
142 Lode Lane  
SOLIHULL  
B91 2HP

Your ref. TL/LAB/1564C

Direct line 704 6676

Our ref. DD/MJR

Date 2 December 1988

Dear Mr Lewis

#### Hobs Moat Ancient Monument

Thank you for the papers on Hobs Moat, following your recent telephone conversation with Mr Nixon. You may well have heard by now from Mr Gilleard that at its meeting this week, the Education Sub-Committee decided not to proceed with a study centre on the site. This may not be the end of the matter, however, since it has yet to be discussed at Education Committee and full Council. I shall, therefore, hold on to all the background information until we are sure we have a final decision.

In the meantime, thank you for your help and interest. I shall keep you informed of further developments.

Yours sincerely

Director of Education



# SOLIHULL COMMUNITY ENTERPRISE

## MEMORANDUM

*To* Mr T Lewis  
Manager  
Solihull Community Enterprise

REF.

*From* James Debney  
Hobs Moat Project

REF.


*Date* 13 January 1989

I thought I should advise you that next week, starting Monday 16 January, this project will be involved in an extensive effort with Langley Comprehensive School regarding the history of the site and its importance and meaning to the community.

The venture has been organised by the Curriculum Support Team of Solihull's Department of Education (headed by Mike Holyoak), and it will involve all the pupils from the School's second year and perhaps others.

I believe it is possible that other personalities will be involved. It follows too that considerable numbers of pupils will be on and around the site during the week.

I have drawn to the attention of the C.S.T. the possibly dangerous nature of the site in certain conditions and from time to time. They acknowledge the need to ensure maximum supervision at all times.

 pp. James Debney.



**Metropolitan Borough of Solihull,**

P.O. Box 19,  
Council House, Solihull,  
West Midlands, B91 3QT.

RENEWAL OF  
TEMPORARY  
PERMISSION

021-704-6000

Application Number:

Our Ref : MRS. C.J. SIMPSON

Date : 25.01.89

Site : HOBS MOAT, HOBS MEADOW, OLTON.

Proposal : TEMPORARY ACCOMMODATION SITE FOR ARCHAEOLOGICAL/ LANDSCAPE WORKERS

Applicant : SOLIHULL ENTERPRISE AGENCY,



Town and Country Planning Acts 1971-1974

Town and Country Planning General Development Orders 1977-1981

Dear Sir,

**RENEWAL OF TEMPORARY PERMISSION**

The temporary planning permission described above will expire on 31/01/89. In the circumstances you should by that date remove the building(s), or the purpose(s), covered by the temporary permission as the case may be.

If however, you wish to apply for a further extension of permission, will you please complete the enclosed set of application forms and return them to me as soon as possible quoting the reference number near the top right hand corner of this letter, either on the form or in a covering letter. Provided that there has been no alteration or change in the development for which temporary permission was originally granted, it will not be necessary for you to submit any plans with the application. A fee of £33 is required for a renewal of temporary planning permission.

If you no longer have any interest in the site, will you please pass this letter on to the person(s) now having an interest. If you do not wish to apply for a further extension to the temporary permission because you have removed (or will remove) the building(s) or advertisement, or have ceased (or will cease) the use by the expiry date, I should be grateful if you would inform me of this in writing, quoting the reference number.

Yours faithfully,

**R. G. BROWN**

B.A., C.Eng., F.I. Mun. E., F.I.H.E., M.R.T.P.I.  
Director of Technical Services

SOLIHULL ENTERPRISE AGENCY,  
VULCAN HOUSE, 142 LODGE LANE  
VULCAN ROAD,  
SOLIHULL, SOLIHULL  
WEST MIDLANDS B91 2JY.

TL/LAB/1615C

13 February 1989

Director of Technical Services  
SMBC  
PO Box 19  
Council House  
Solihull  
West Midlands  
B91 3QT

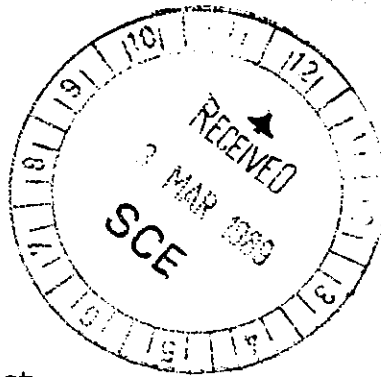
Dear Sir

We refer to your letter of January 25 in connection with, 'Renewal of Temporary Permission', for temporary site accommodation at the Hobs Moat Archaeological Site.

Please be advised that we do not wish to renew the temporary permission and The Enterprise will be clear of the site by 28 February 1989.

Yours faithfully

T Lewis  
Enterprise Manager



copy for Hobs Moat file

# Solihull

## METROPOLITAN BOROUGH COUNCIL

LIBRARIES & ARTS DEPARTMENT

BOB MCKEE Ph.D., A.L.A., M.I.Inf.Sc.  
CHIEF LIBRARIAN AND ARTS OFFICER

Central Library Homer Road  
Solihull West Midlands B91 3RG

James Debney  
Senior Archaeologist  
Solihull Community Enterprise  
142 Lode Lane  
Solihull B91 2HP

Your ref.

Direct line 021-704 6986

Our ref. BJC/PMB

Date 28 February 1989

Dear Mr Debney

Thank you for the copy of the letter to Dr. Streeten. I will also send a copy to Peter Dawson who will take up the point over site maintenance as that is his responsibility.

The cases for the display in the Central Library are now ready and I await your contribution in selecting appropriate exhibits and writing the various pieces of text so that they can be produced in the graphics section. I look forward to hearing from you.

Yours sincerely

Brian Chase  
Deputy Librarian & Arts Officer

If calling please ask for:

JD/LAB/1635C

6 March 1989

Director of Technical Services  
Solihull MBC  
Council House  
Solihull  
B91 3QU

Dear Sir

I am writing to confirm that the Hobs Moat Project has now ended and the ancient monument is, therefore, returned to the direct supervision of your department.

There are a number of observations which I would make, which you may wish to bear in mind when formulating future policy towards the site.

1 Erosion

The earthwork has a severe and underlying problem with erosion. The Community Programme has made good most of the damage of the last fifty years and has boarded, topsoiled and seeded or turfed the ramparts to redress its effects. However, erosion will soon manifest itself again if steps are not taken to prevent the newly established ground cover from dying back. The problem is greatly intensified by the fact that meadowland turf has been used over large areas of the monument. This inappropriate ground cover, in a woodland setting, was decided upon by your department and contrary to our advice contained in a memorandum dated 18 March 1988.

2 Security

This follows on directly from 1. I understand that the Council has decided not to maintain the fence which the project erected around the site. This is unfortunate because it will certainly mean that the monument will shortly become once again a natural recreational area in the neighbourhood, for children, for teenagers on bikes and for older persons on motor bikes. This will result in severe erosion of the site in a short period of time. At the very least steps should be taken to install a barrier around the bottom of the moat ditch to prevent the use of bikes. This should be attended to as a matter of urgency.

In the past we have found that the use of logs laid lengthwise along the bottom of the ditch is a useful measure.

Director of Technical Services

2

6 March 1989

3 Archaeology

As you know the site is of prime interest in the history of Solihull. This is the reason for its scheduling earlier this century.

The archaeology team has excavated only four percent of the moat platform and has shown that the archaeological layers are very close to the surface - some 20 centimetres below ground level on average and actually at the surface in places. Digging therefore of any sort should be actively discouraged since it will result in the loss of unique information.

Finally, in considering the future management of the site I think it would be a useful and positive exercise to view this in comprehensive terms rather than the piecemeal tackling of problems as they occur. I believe that the potential difficulties of the site are too extensive to deal with palliatively.

Rather, an approach should be adopted immediately which recognises the position and predicament of the ancient monument in the community in which it is placed, and which allows the site and its many visitors to achieve a co-existence. To do anything else, or to do nothing at all, would be to fail in the guardianship of part of our national heritage.

Yours faithfully

James Debney BA  
Senior Project Archaeologist 1985-1989

## GUIDANCE NOTE FOR APPLICANTS FOR SCHEDULED MONUMENT CONSENT

Note: This guidance note is not part of the form prescribed by the Ancient Monuments (Applications for scheduled Monument Consent) Regulations 1981. Its purpose is to assist applicants in completing the form, with a view to avoiding subsequent delays, and to explain the procedures.

1. It is important to note that, unlike planning applications, there are no provisions for separate outline and detailed stages in the scheduled monument consent procedure. Applications for scheduled monument consent should describe the proposed works in sufficient detail to enable their impact on the monument to be assessed. Plans and drawings can greatly assist in identifying the works proposed and the exact spot where they will take place. The 1981 Regulations require that the application shall be accompanied by a plan identifying the monument to which it relates, and such other plans or drawings as are necessary to describe the works which are the subject of the application.
2. Where appropriate, information about the materials to be used should be given and the method of work stated (eg dismantling by hand, treatment of vegetation by use of ... etc). Any disturbance to the ground (at whatever depth) should be described eg location and depth of service trenches and foundations in the case of new buildings.
3. Where the Secretary of State considers that he needs further information to enable him to determine the application, he has the power to require such information under the Regulations. Inevitably this causes delays, and it is advisable to try to provide adequate details at the outset.
4. The application form should always be signed and dated by the applicant or his agent, as should the appropriate certificate relating to the applicant's interest in the land (7(a) to (d) of the form). The completed form and certificate should be returned to the address given on the second page of the form.
5. After the application has been received in DOE, it will be necessary for the Historic Buildings and Monuments Commission for England (English Heritage), the Secretary of State's advisors on archaeological matters, to be consulted. Sometimes the Commission's representatives may wish to visit the site to assist them in preparing advice. If you are possibly able to supply two sets of any drawings submitted, that would be very helpful for consultation purposes.
6. Before determining an application for scheduled monument consent, the Secretary of State must afford to the applicant(s) the opportunity of a hearing (unless he has already decided to hold a public local inquiry). To help you make up your mind whether you want a hearing - which will generally take the form of a public local inquiry - you will normally be sent a letter setting out the Commission's advice and saying what action the Secretary of State is minded to take having regard to that advice. In any event this will enable you to be given an opportunity to make representations which can be taken into account before any decision is made. If you confirm that a hearing is not required, the decision letter can be issued. If you require a hearing, arrangements will be made accordingly for a suitable date and venue etc.
7. Please note that it is an offence to commence works of a description set out in section 2(2) of the Ancient Monuments and Archaeological Areas Act 1979 before scheduled monument consent has been formally issued (unless the works are covered by the general consent given by the Ancient Monuments (Class Consents) Order 1981).
8. The paragraph overleaf relates specifically to applications to carry out archaeological excavations.

## EXCAVATIONS

9. Whilst the preceding information applies to all types of applications for scheduled monument consent, special considerations may sometimes arise when consent is sought for the excavation of a scheduled monument. In order to consider these applications it will usually be necessary to know details of the present condition of the monument; previous archaeological work on it (including details of any project site reconnaissance and research); the research design; excavation method and strategy; the proposed duration of the excavation; and recording and reporting methods to be used. Prior consultation with the Commission's Inspectorate is usually helpful but, in any event, no work should begin until there has been a formal grant of consent by the Secretary of State.

Department of the Environment

February 1985



Ancient Monuments and Archaeological Areas Act 1979 (as amended). Section 2.

Application for scheduled monument consent

*Please complete this form in BLOCK CAPITALS or typescript*

---

1. Applicant

Full Name.....

Address.....

.....

.....Postcode.....Tel No.....

---

2. Occupier of monument (*if not the applicant*)

Full Name.....

Address.....

.....

.....Postcode.....Tel No.....

---

3. Monument to which application relates

Name (*if any*) of monument.....

Address or Location.....

.....

.....

County Monument Number..... National Grid Reference.....

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4. Description of proposed works

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5. List of plans and drawings accompanying application

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6. Any other information relevant to application

.....

.....

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.....

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.....

I/We hereby apply for scheduled monument consent for the works described in this application and shown on the accompanying plans and drawings.

Signed..... Date.....

on behalf of.....\*

\*If the application is being dealt with by an agent, to whom correspondence should be sent, state the:—

Agent's Name.....and

Address.....

.....

.....Postcode..... Tel No.....

Notes

One of the certificates specified in paragraph 2(1) of Schedule 1 of the Act should accompany this form.

Please return the completed form and certificate to:—

Department of the Environment  
Heritage Sponsorship Division  
Room 242, Lambeth Bridge House  
Albert Embankment  
London SE1 7SB

*(c) To be signed by an applicant who either does not own any part of a monument or who is a part-owner of the monument and who in either case has served the required notice on some, but not all of the (other) owners*

I certify that the applicant:

(1) is unable to issue a certificate in accordance with either paragraph 2(1)(a) or (b) of Schedule 1 to the Ancient Monuments and Archaeological Areas Act 1979:

(2) has given the requisite notice (Form Am 112A) of this application to the following persons who, at the beginning of the period to twenty-one days which ended on the date of the application, were owners\* of the monument to which the application relates, namely

Name

Address

Signed..... Date.....

*(d) To be signed by an applicant who either does not own any part of the monument and who has tried to discover the owner(s), but cannot; or who is a part-owner of the monument and who has tried to discover the other part-owner(s) but cannot.*

I certify that the applicant is unable to issue a certificate in accordance with paragraph 2(1)(a) of Schedule 1 to the Ancient Monuments and Archaeological Areas Act 1979, but has taken such steps as are reasonably open to him to ascertain the names and addresses of the other persons who, at the beginning of the period of twenty-one days which ended on the date of this application, were owners\* of the monument to which the application relates and has been unable to do so.

Signed..... Date.....

7. The Secretary of State may refuse to entertain an application for scheduled monument consent unless it is accompanied by one or other of the following certificates signed by or on behalf of the applicant.

(a) *To be signed by an applicant who owns the monument outright or whose tenancy has more than seven years to run.*

I certify that, at the beginning of the period of twenty one days ending with the application, no person other than the applicant was the owner\* of the monument to which this application relates

Signed.....Date.....

(b) *To be signed by an applicant who does not own any part of the monument or who owns only part of it.*

I certify that the applicant has given the requisite notice (Form AM112A) of this application to all persons other than the applicant who, at the beginning of the period of twenty-one days which ended on the date of the application, were owners\* of the monument to which the application relates, namely

Name

Address

Signed.....Date.....

*\*In all these certificates "owner" means a person who is for the time being the estate owner in respect of the fee simple in the monument, or is entitled to a tenancy of the monument granted or extended for a term of years, of which not less than seven years remain unexpired.*

Ancient Monuments and Archaeological Areas Act 1979 (as amended)

Schedule 1, Paragraph 2(1)

Form of notice of application for scheduled monument consent

relating to.....  
.....(name, address or location of monument)  
.....of.....(applicant's  
or agent's name and address) on behalf of.....of.....  
.....(owner's name and address if agent is applying) will be  
applying for scheduled monument consent under the Ancient Monuments and Archaeological Areas Act 1979  
(as amended) to carry out the following works; *(Brief description of works)*

It is open to you to make representations to the Secretary of State about this application before it is determined.

Signed.....Date.....

This notice should be served by the applicant on owners or other part-owners of the monument. The names and addresses of these on whom it has been served should be listed on the paragraph 2(1)(b) or 2(1)(c) certificate and should accompany the application form.

ANCIENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT 1979

1. This is to let you know that Parts I and III of the Ancient Monuments and Archaeological Areas Act 1979, came into force on 9 October 1981. This new Act replaces all the earlier Ancient Monuments legislation and so directly affects you.
2. The present system of scheduling monuments whose preservation is considered to be in the national interest continues unchanged by the new Act. The Act will, however, affect you in the following ways:-
  - a. The monument on your land is now scheduled under Section 1 of the Act.
  - b. You are no longer required to give three month's notice of work that will affect the monument. Instead, you need SCHEDULED MONUMENT CONSENT.
3. You are required to submit an application for scheduled monument consent before you carry out any work which will have the effect of:-

demolishing  
destroying  
damaging  
removing  
repairing  
altering  
adding to  
flooding; or  
covering up the monument

4. Consent is also required for archaeological excavation. Applications for scheduled monument consent giving details of the monument, a description of the proposed works and the legal interest of the applicant in the monument should be sent in on the form provided, to the Department of the Environment at the address below. Applicants may also be required to complete a certificate of ownership and in most cases an Inspector of ancient monuments will visit to discuss the application. Where the proposed works would result in the destruction or extensive alteration of the monument the appropriate amenity bodies will be notified. The Secretary of State may advertise the application in any way he thinks fit and may call a public inquiry into it.
5. If you farm the area of the monument you need not apply for consent if the work involved is the same as you have carried out during the previous five years. You do need consent for ploughing at a greater depth, subsoiling, drainage, the planting and uprooting of trees and other works below the previous plough depth.
6. Consent is not needed for works urgently necessary in the interests of safety or health, provided you advise the Department as soon as possible that you intend carrying out the works or, in cases of particular urgency, that you have carried them out. Advice on applications for scheduled monument consent is available from the address given at the end of this letter.
7. If you obtain any planning permission for developing the site of the monument you need to obtain scheduled monument consent as well.
8. Compensation may be available if consent is refused, or granted subject to conditions.



## HELP FOR CARE AND MAINTENANCE

9. You are not required to undertake any additional maintenance of the monument but if you should choose to do so the Department may be able to offer some advice and assistance.

10. You are not obliged to give the public access to the monument. Accredited representatives of the Department do in fact have the authority to obtain entry but your permission will normally be sought first.

11. The provisions of the 1979 Act which permit the Secretary of State and local authorities to enter into agreements with the occupiers of nearby land replace the Field Monuments Act 1972. Current acknowledgement payments under the 1972 Act will, however, continue until they expire. Those who are at present receiving such payments may then be consulted about entering into a new agreement under the 1979 Act.

## PROTECTION AND PENALTIES

12. The penalty for destroying or damaging a scheduled monument has been increased. In addition it is now an offence for anyone to use a metal detector on a monument without the Secretary of State's permission. A further, more serious offence is to remove, without permission, an object found by a metal detector on a scheduled monument. If you encounter trespassers with metal detectors on the monument, please do what you can to obtain their names, addresses or car numbers, and let the police know.

13. If you have any queries or problems or would like to help, please write to the Ancient Monuments Division of the Department of the Environment at Fortress House, 23 Savile Row, London W1X 2HE.

## An Introduction to

### THE ANCIENT MONUMENTS AND ARCHAEOLOGICAL AREAS ACT 1979

1. The Act was made law on 4 April 1979 and came into force in stages. It is all now in force in England and Wales. Part II is not in force in Scotland.

#### PART I

2. Monuments of national importance will be legally protected once they are included in the central Schedule maintained by the Secretary of State. Any person must have the Secretary of State's prior consent for any proposed works - "Scheduled Monument Consent" - which will normally last for 5 years. "Class Consents" will allow the ploughing of monuments already under cultivation, though if a farmer wishes to plough deeper than previously, he will still need to apply for Scheduled Monument Consent. "Scheduled monument consent" and "Class consents" can both be revoked by notice. Under certain circumstances an owner may be entitled to compensation for the refusal, conditional grant, or revocation of scheduled monument consent. In addition, the Secretary of State may do any work urgently required for the preservation of a scheduled ancient monument, normally at his own expense, after having given the owner or occupier 7 days' notice.

3. Both the Secretary of State and local authorities may acquire an ancient monument by purchase or gift, and the Secretary of State may also acquire any ancient monument compulsorily in order to ensure its preservation. The Secretary of State can also acquire compulsorily land adjoining an ancient monument, and both he and a local authority can take that land in guardianship if this is thought necessary for the management of the monument itself. Guardianship can be terminated when the monument's preservation is ensured or when the cost of continuing preservation is considered excessive. The Secretary of State can now contribute towards the cost of acquisition of an ancient monument by any other person, including a local authority, and also towards the cost of the provision of facilities by a local authority. Both the Secretary of State and local authorities can make management agreements to protect monuments.

4. The public are to have access to any monument owned by or in the guardianship of the Secretary of State or a local authority, except when their safety or the preservation of the monument entails their exclusion. Both the Secretary of State and a local authority can enter into an agreement with the occupiers of scheduled ancient monuments and of nearby land to provide for maintenance and public access. The mere scheduling of a site will not provide for public access. The Secretary of State may however enter land believed to contain an ancient monument for the purpose of inspecting it.

5. The Ancient Monuments Board will continue to advise the Secretary of State of his functions under the Act, with special reference to scheduling, the termination of guardianship and the disposal of a monument.

6. The Secretary of State or a local authority may contribute towards the cost of work to an ancient monument at the owner's request. The Secretary of State may also give advice on the treatment of an ancient monument and superintend the work.



7. All scheduled monuments, and monuments owned by or in the guardianship of the Secretary of State or local authority, are "protected monuments" and the offence of damaging them entails on indictment a maximum penalty of 2 years imprisonment and an unlimited fine. Compensation for damage may be claimed from a person convicted of damaging a monument in guardianship.

## PART II

8. The Secretary of State (or a local authority) may designate an area as being of archaeological importance and nominate an "investigating authority" for the area. Once the area has been designated (after publication of the proposal and a waiting period of 6 weeks) there is a further waiting period of 6 months before it comes into operation. After that, anyone proposing to carry out work affecting the land must give the local authority at least 6 weeks' notice, that is serve an "Operations Notice", which will be copied by the authority to the Secretary of State and to the Investigating Authority. On receipt of such Notice, the Investigating Authority must decide whether it wishes to carry out an archaeological investigation; if it does so wish, it must in turn serve notice on the local authority and the developer within 4 weeks of the serving of the Operations Notice. This entitles it to a 4½ month period for excavation. Designating is about rescue archaeology, not preservation of remains in the ground.

9. It will be an offence to carry out or permit operations which disturb the ground in such areas without first serving an "Operations Notice", except when consent to undertake them has been given by the Investigating Authority or the Secretary of State, or where the operations are urgently needed in the interest of health and safety.

## PART III

10. It is an offence with a maximum penalty of £200 to use a metal detector on a "protected place" (that is, a scheduled site, a site owned by or in the guardianship of the Secretary of State or a local authority, or in a designated area of archaeological importance) without the written consent of the Secretary of State. In addition there will be a maximum penalty of an unlimited fine, on indictment, if an object of historical or archaeological interest is removed.

11. If an excavation is carried out under the provisions of the Act, the Investigating Authority may take temporary custody of finds for their treatment and recording, without affecting ownership or treasure trove.

12. Limited powers are provided on Crown land: monuments on Crown land may be scheduled, and Crown land included in designated areas of archaeological interest, but the Crown will not be statutorily bound by this. Assurances have however been given that the Crown will normally act as if it were bound by the legislation.

13. The Secretary of State is empowered to schedule monuments in UK territorial waters, and he or a local authority will also be able to take such monuments into guardianship. These powers will not be applicable to sites designed under the Protection of Wrecks Act 1973.

14. The definition of 'monument' can include any building, structure or work (whether above or below ground level), any cave or excavation, or the remains of any of these things: also included are sites comprising vehicles, vessels or aircraft. Ecclesiastical buildings in ecclesiastical use and occupied houses cannot be scheduled.